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MAINE STATE GOVERNMENT ANNUAL REPORT
1986-1987

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MAINE

**A Compilation of
Annual Reports of
State Departments and Agencies**

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1987**

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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

MAINE STATE GOVERNMENT ANNUAL REPORT 1986-1987

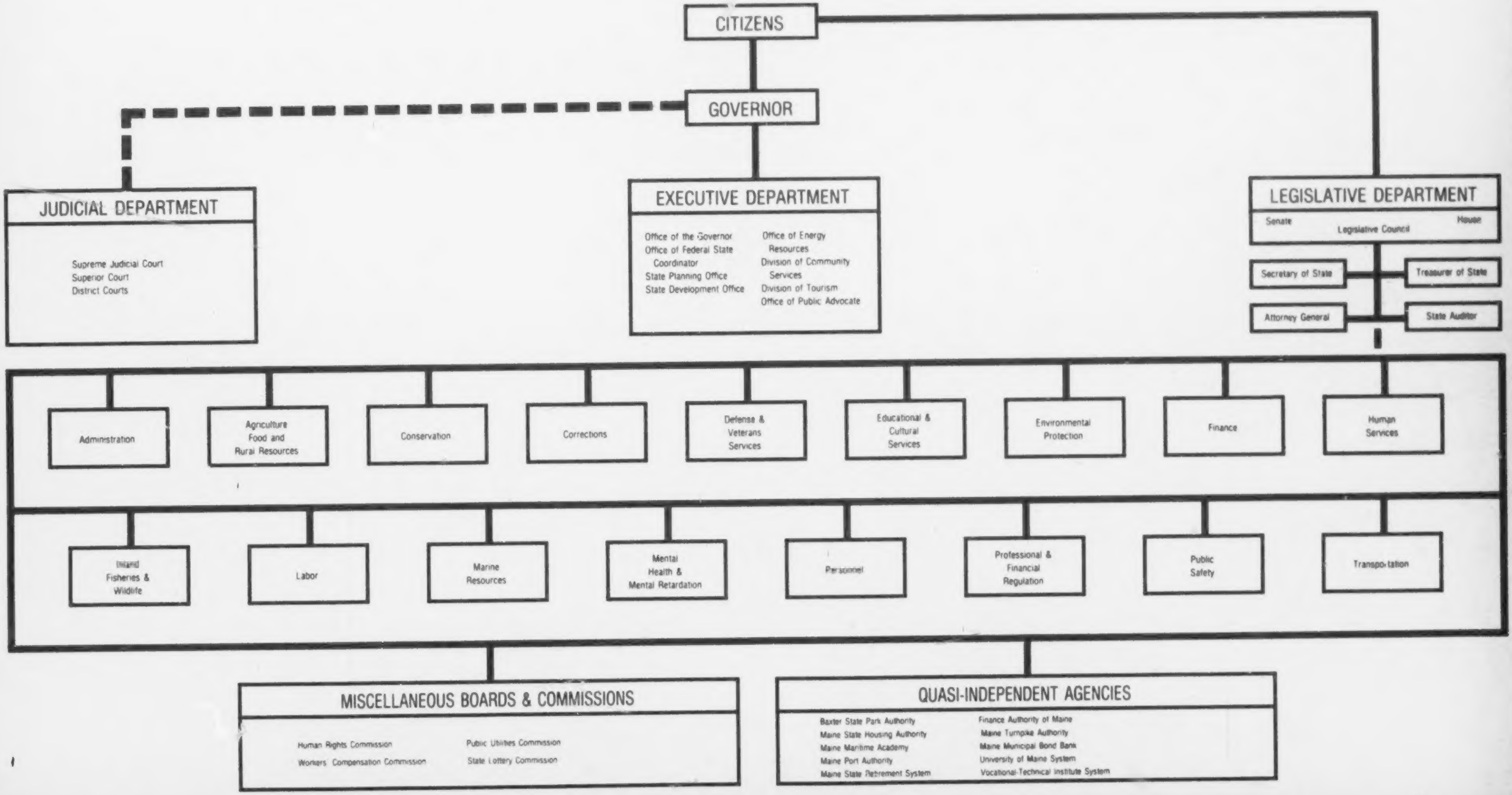
John R. McKernan, Jr.
Governor of Maine

STATE OF MAINE

ORGANIZATION CHART OF STATE GOVERNMENT

Based on Elective or Appointive Line of Authority

Major State Agencies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Maine State Housing Authority
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Maine Port Authority
Maine State Retirement System
Finance Authority of Maine
Maine Turnpike Authority
Maine Municipal Bond Bank
University of Maine System
Vocational-Technical Institute System

FOREWORD

The *Maine State Government Annual Report* is compiled and published by the Bureau of the Budget on behalf of the Governor pursuant to the Maine Revised Statutes, Title 5, Chapter 3, Sections 43-46. It documents, in convenient reference form, the administrative and financial structure, activities and accomplishments of the agencies of the State Government. In accordance with legislative intent, it replaces a profusion of costly annual or biannual reports independently published by State departments and agencies, and it establishes a new accountability with respect to many agencies, boards and commissions not previously subject to reporting requirements.

This *Maine State Government Annual Report* reflects the scope and diversity of Maine State Government operations during the fiscal period covered by this report. The mass of reports accumulated by the Bureau of the Budget have been edited and revised as necessary to conform to statutory requirements and the overall report concept.

Individual reports of departments, their principal subdivisions, and other agencies generally feature seven basic elements of construction, as follows:

1. Identification Summary
2. Purpose
3. Organizational Background
4. Program
5. Licenses, Permits, etc.
6. Publications
7. Finances, Fiscal Year

This form of construction is used wherever possible in all reports. However, in view of certain inconsistencies and questions which may arise concerning nomenclature, the following discussion of terms and report construction may be of assistance to the serious reader.

IDENTIFICATION SUMMARY. This section "headlines" the report of each agency and serves to identify the agency, its executive officers, central office location and telephone number. Specific items appearing in the agency heading, which may require some interpretation, include the following:

Established: This is usually the year in which the agency was created as a statutory or administrative entity, despite a subsequent change of name. If, at some point in time, the agency experienced a major reorganization in terms of administrative structure, purposes or functions, the year in which this occurred is considered the year established.

Sunset Review Required by, or, Sunset Termination Scheduled to Start by: This date is established by the "Maine Sunset Act" found in 3 MRSA Section 501-511. It is assumed that such review, or scheduled start of termination has been, or will be, implemented as of the date which appears in the Act. As dates in the Act are repealed, replaced or amended by the Legislature, this data element will reflect such change.

Reference:

Policy Area. There are 8 broad areas of emphasis under which all activities of State Government are categorized. Each organizational unit reported in the Maine State Government Annual Report, the State Budget Document, and the Maine State Government Reference Manual is assigned to the Policy Area which most appropriately identifies the prevailing nature of its legislation.

Each of the 8 Policy Areas has been assigned a name and a 2-digit number as follows:

00 General Government
01 Economic Development
02 Education and Culture
03 Human Services
04 Manpower
05 Natural Resources
06 Public Protection
07 Transportation

Umbrella. In order to make the list of some 470 organizational units manageable, they have been classified by the relationship between them. This was done by two criteria:

a) Each State *Department, the (Office of) Commissioner of Personnel, the Public Utilities Commission, Maine Maritime Academy, and the Board of Trustees of the University of Maine System* was assigned a different *2 digit number* and each unit which was, by law, determined to be a part of one of these was assigned to *that 2 digit* "umbrella" number. Thus all units carrying an "01" *in front of their 3 digit unit number* are part of the Department of Agriculture, Food and Rural Resources, for example.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

01 Department of Agriculture, Food and Rural Resources
02 Department of Professional and Financial Regulation
03 Department of Corrections
04 Department of Conservation
05 Department of Educational and Cultural Services
06 Department of Environmental Protection
07 Executive Department
08 Department of Finance
09 Department of Inland Fisheries and Wildlife
10 Department of Human Services
12 Department of Labor
13 Department of Marine Resources
14 Department of Mental Health and Mental Retardation
15 Department of Defense and Veterans Services
16 Department of Public Safety
17 Department of Transportation
18 Department of Administration
26 Department of the Attorney General
27 Department of Audit
28 Treasury Department
29 Department of The Secretary of State
30 Legislative Department
40 Judicial Department
60 (Office of) Commissioner of Personnel
65 Public Utilities Commission
75 Maine Maritime Academy
78 Board of Trustees of the University of Maine System

b) The many independent units—*not* a part of the umbrellas listed above—were assigned *to one of 5 two digit umbrella numbers* which helped to classify the units in terms of the prevailing nature of their statutory or other authority or relationship to State Government. Thus umbrella "90" identifies those that "Regulate", "92" those that "Advise", etc.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

90 Independent Agencies—Regulatory
92 Independent Agencies—Advisory
94 Independent Agencies—Other
98 Independent Agencies—Interstate Compact
99 Independent Agencies—Not Part of State Government

Unit. Each State Government organizational unit created by the Constitution, Statute or Private and Special Law has been assigned a different *three (3) digit number*. Each unit created by Legislative Order, by Judicial Order, by Executive Order of the Governor—or, in a few cases, by other acceptable authority—has been assigned its *parent's 3 digit unit number* PLUS *a letter*.

Unit Citation. Reported here is the legal citation which created the organizational unit. When one locates this citation in the appropriate document, one should find additional data relating to its purpose, authority and membership close by. If such a citation appears in the Statutes, that is the entry used since it has closer proximity to additional meaningful data than, for example, a Constitutional citation.

Average Count—All Positions and **Legislative Count.** One, both or neither of these items may appear in the heading, depending on whether or not the information was provided in the agency's original report. Where neither are included, the agency generally has no paid employees. The *Average Count—All Positions* as reported by the agency is the average count of employees on the payroll of the agency, paid out of any and all funds. The *Legislative Count,* where applicable, is the number of *permanent* positions reported by the agency as authorized to it in the Appropriation Acts, passed by the Legislature for the time frame covered by this Report. In general, an average count which exceeds Legislative count may usually be attributed to contractual or federally-funded positions which do not require Legislative approval.

Organizational Units. Listed under this heading are all organizational units, both statutorily and administratively-created, which are an integral part of the agency. Most of these organizational units are either discussed in the accompanying text or are presented separately in a successive report.

PURPOSE: This is a brief expression of the agency's overall objective, purpose or mission. Any revision was based, insofar as possible, on the original statement of the agency as contained in its report but modified to make the sentence structure more continuous. This section also outlines the primary responsibilities of the agency as specified by statute or expressed in other legal instruments which authorize the agency to perform certain functions or conduct certain activities. There is no attempt to state the full extent of any agency's powers and duties which are often interspersed throughout the law. One interesting aspect of the laws relating to the Executive Branch is that the statutes seldom confer powers of the State upon administrative units, but rather upon administrative officials. This is reflected in many reports where a department or agency created by statute is indicated as functioning solely through the authority vested in its executive head. There are some reports, however, where this distinction is not noted.

ORGANIZATION: It is characteristic of the State Government to exist in an organizational flux as it is modified and altered by each successive Legislature and each Administration to meet contemporary needs for programs and services. This section offers some clarification of the past and present administrative position of each principal agency in the hierarchy of Maine State Government in an effort to minimize confusion caused by name-changing, establishment, abolishment, transfer and merger of agencies and their subdivisions. While such organizational shuffling has occurred since Maine became a state in 1820, it may be observed that two major reorganizations have tended to shape the State Government of today, one taking place in 1931 and the other in the period from 1971 through 1973. Their impact on the organizational development of each agency is highlighted in this section along with other significant administrative and organizational details. The organizational background information is based upon that contained in original agency reports, but greatly expanded and authenticated through use of the *Maine Revised Statutes Annotated, 1964*, as amended, the *Public Laws of the State of Maine*, and *Agencies of Government, State of Maine, 1820-1971*, published by the Maine State Archives.

PROGRAM: Although the identification, administration and organization of State agencies are significant to the purposes of this report, an account of their specific activities and accomplishments during the past fiscal year is fundamental. It is intended that the program of each agency be reproduced essentially as authorized in its original report; however, various standard editing policies have become necessary. Material presented in an outline or catalogue format was rewritten in narrative form; reference to particular personalities and strong editorial comment were deleted, as were vigorous pleas for increased funding and additional personnel; acronyms were researched and, wherever possible, their representations substituted; abbreviated or improper agency and institution names were corrected; and other grammatical and remedial changes were made as necessary to promote maximum clarity and readability and maintain a factual, objective approach without altering the context of the original material.

At the departmental level, the program summary generally consists of a broad review of overall departmental activity, with details provided in the reports of component organizational units which follow. Several departments are unique in that they embrace a number of somewhat autonomous units under the general administrative direction of an executive head. In such instances, the department's program summary may be comprised solely of the reports of its component units.

LICENSES, PERMITS, ETC.: Many state agencies issue licenses, permits, registrations or certificates. This heading is an attempt to assemble such information in a broad-interest document.

PUBLICATIONS: This section provides an opportunity for an agency to make known additional information concerning its programs and products, by listing its available publications.

FINANCES, FISCAL YEAR: Financial data relating to agency operations during the past fiscal year displays all agency expenditures by category and type of fund.

This data is generated from the Bureau of Budget's computer-based *PLA-BAC* system supplemented by data not included in the State's accounting system or not carried in sufficient completeness as to present a useful picture. Examples of the latter are the University of Maine System and the Maine Maritime Academy. Data relating to enterprise-type accounts reflects only those expenditure elements which are included in the work program process.

Expenditures of the agency are indicated by fund and line category detail in general accordance with the State's accounting system. Some categories are split and some are combined in an effort to meet what is interpreted to be the intent of the Annual Report law.

The chief administrative unit of each department-type umbrella will have two financial displays: one which records the summary of all expenditures for the umbrella; and one for those expenditures relevant only to the operation of the chief administrative unit.

Since the *PLA-BAC* system deals with "rounded" whole dollars, some small dollar differences will exist between this report and the Financial Report issued by the State Controller.

● ● ● ●

This *Maine State Government Annual Report* is the culmination of a joint effort to produce an understandable documentation of the structure and operations of Maine State Government during a particular year in its history. It has been an attempt to create a factual, objective and definitive reference of permanent value in a manner, hopefully, in keeping with the spirit and intent of the law and in the interests of promoting greater comprehension of the workings of the State Government and its responsibility and responsiveness to the public it serves. How closely this report achieves these objectives is left to the judgement of those who will use it.

THE EDITOR

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GUIDE TO ORGANIZATIONAL UNIT CHANGES:
Abolishment, Creation, or Renaming

Organizational units of Maine State Government are not static entities. As time passes decision-makers readjust unit structures to reflect new missions, or the completion of a unit's usefulness. Thus, some units are dissolved or become inactive, and others are created, renamed, or occasionally, combined. Hopefully the following listings will aid in tracing the organizational lives of those recently altered units and, through the umbrella/unit number, provide the key for background research in previous documents.

Organizational Units Recently Abolished. The repeal of an authorizing or creating citation does not necessarily imply that the performance of a unit's functions and responsibilities have ceased altogether. Several actions could have transpired. For examples, the services may still be performed by administrative direction, or the Legislature may have reassigned the functions.

Still other units may have been created with an established life span as a component of their authorizing legislation.

Organizational Units Which Were Inactive During the Report Period. These units, though inactive during the reporting period, are listed in the index.

Organizational Units Which Have Been Recently Created or Renamed. These units are included in this section if the unit became operational during the report year; or if it was created during the year but did not become effective until the following fiscal year (90 days after the close of the Legislative session for example.)

Organizational units whose names have been changed are listed in the Index by the new name.

The following listings are irrespective of the Sunset Law which has established termination and/or review dates for the majority of Maine State Government units. The assigned sunset date is found in the heading of each unit as appropriate.

ABOLISHED ORGANIZATIONAL UNITS — FY 87

Um-Unit	*Name*	*Act*	*Citation*
01-025	Maine Potato Commission	PL 1985, Ch. 753	36 MRSA, 4563
02-036	State Running Horse Racing Commission	PL 1987, Ch. 395	8 MRSA, 321
07-112	Maine Criminal Justice Planning and Assistance Agency	PL 1987, Ch. 395	5 MRSA, 3350
14-191P	Division of Data and Research	Administrative	34B MRSA, 1204
60-389	(Office of) Commissioner of Personnel (effective 7-01-87)	PL 1985, Ch. 785	5 MRSA, 631
90-136	State Board of Assessment Review	PL 1985, Ch. 764	36 MRSA, 486
92-225	Computer Services Advisory Board	PL 1987, Ch. 402	5 MRSA, 1855
94-323	Land Classification Appeals Board	PL 1985, Ch. 764	36 MRSA, 841B
94-378	Municipal Valuation Appeals Board	PL 1985, Ch. 764	36 MRSA, 291

NEWLY CREATED ORGANIZATIONAL UNITS

Um-Unit	*Name*	*Citation*	*Date*
01-330	Maine Potato Board	36 MRSA, 4603	8-01-86
08-116	Division of Administrative Services—Finance	5 MRSA, 284	6-06-86
08-365	Bureau of Lottery	8 MRSA, 350	7-01-86
18-106	Department of Administration	5 MRSA, 1871	7-01-86
18-110	Division of Administrative Services—Administration	5 MRSA, 1876	7-01-86
18-127	Office of Information Services	5 MRSA, 1883	7-01-86
18-129	Bureau of Data Processing	5 MRSA, 1887	7-01-86
18-355	Bureau of State Employee Health	5 MRSA, 954	7-01-86
18-389	Bureau of Human Resources	5 MRSA, 7033	7-01-87
18-446	Bureau of Employee Relations	26 MRSA, 979A	7-01-86
19-506	Office of Waste Recycling and Reduction	38 MRSA, 1310J	6-29-87
92-357	Information Services Policy Board	5 MRSA, 1891	7-01-86
92-358	Policy Review Board	5 MRSA, 7041	7-01-86
92-507	Recycling Advisory Council	38 MRSA, 1310L	6-29-87
94-388	State Civil Service Appeals Board	5 MRSA, 7081	7-01-86
94-391	State Board of Property Tax Review	36 MRSA, 271	7-01-86
94-509	Board of Directors of the Student Educational Enhancement Deposit Plan	20A MRSA, 12610	6-30-87

INACTIVE UNITS

Um-Unit	*Name*	*Citation*
04-065	Maine Trails System Advisory Committee	12 MRSA, 602
05-071U	Commission on the University of Maine	PL 1983, Ch. 839
05-092	Maine Education Council	20A MRSA, 651
07-102B	Governmental Metric Policies Committee	Exec. Order 1, FY 77
07-102G	Governor's Advisory Commission on Maine-Canadian Affairs	Exec. Order 11, FY 75
07-102K	Governor's Council on Physical Fitness and Sports	Exec. Order 1, FY 81
07-102N	Governor's Task Force on High Level Nuclear Waste	Exec. Order 9, FY 86
07-102P	Governor's Select Committee on Judicial Appointments	Exec. Order 5, FY 79
07-102T	Governor's Advisory Committee on World Trade	Exec. Order 7, FY 80
07-102U	Governor's Management Task Force	Exec. Order 8, FY 80
07-102V	Maine Consumer Coordinating Council	Exec. Order 4, FY 81
07-413A	Advisory Committee to Public Advocate	Res. 1983, Ch. 48
10-369	Participation Review Board (to Marijuana Therapeutic Program)	22 MRSA, 2415
29-258	Advisory and Review Board on Driver Licensing and Vehicle Registration	29 MRSA, 2246
30-273	Commission on Intergovernmental Relations	3 MRSA, 271
92-139	Criminal Law Advisory Commission	17A MRSA, 1351
92-301	Advisory Committee on State Telecommunications	5 MRSA, 350
92-406	Advisory Committee on Maine Public Broadcasting	20A MRSA, 801
92-418	Ground Water Protection Commission	P&S 1979, Ch. 43
92-455	Commission to Study Workers' Compensation Insurance	PL 1983, Ch. 479
94-319	Board of Emergency Municipal Finance	30 MRSA, 5301
94-404	Mining Excise Tax Trust Fund Board of Trustees	5 MRSA, 453
98-394	New England Interstate Planning Commission	10 MRSA, 304

UNITS THAT DID NOT SUBMIT AN INDIVIDUAL REPORT

Um-Unit	*Name*	*Citation*
02-032	Securities Division (Professional and Financial Regulation) (See Bureau of Banking report)	9B MRSA, 212A
05-071D	Office of the Deputy Commissioner (Education) (See Department of Educational & Cultural Services report)	20A MRSA, 202
10-144N	Office of Health Planning and Development (Human Services) (See Bureau of Medical Services report)	22 MRSA, 1
30-264	(Office of) Executive Director of the Legislative Council (See Legislative Council)	3 MRSA, 163
30-268	Law and Legislative Reference Library (See Legislative Council)	3 MRSA, 171
90-469	Professional Advisory Committee (MHCFC)	22 MRSA, 396P
90-470	Hospital Advisory Committee (MHCFC)	22 MRSA, 396P
90-471	Payor Advisory Committee (MHCFC)	22 MRSA, 396P
94-216	Maine Veterans' Small Business Loan Board (See Finance Authority of Maine report)	10 MRSA, 1100A
94-468	Natural Resource Financing and Marketing Board (See Finance Authority of Maine report)	10 MRSA, 985
94-483	Pine Tree Partnership Fund Board (See Finance Authority of Maine report)	10 MRSA, 353

DEPARTMENT OF ADMINISTRATION

CHARLES A. MORRISON, COMMISSIONER
ART HENRY, Acting Deputy Commissioner

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4505
Mail Address: Statehouse Sta. #74, Augusta, Maine 04333

Established: July 1, 1986 *Sunset Review Required by::* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 106; *Citation:* 5 M.R.S.A., Sect. 1871

Average Count—All Positions: 560 *Legislative Count:* 270

Organizational Units:
- Division of Administrative Services
- Bureau of Data Processing
- Bureau of Employee Relations
- Office of Information Services
- Bureau of Public Improvements
- Bureau of Purchases
- Board of Trustees, Group Accident, Sickness or Health Insurance
- Bureau of State Employee Health
- Risk Management Division
- Capitol Planning Commission
- Contract Review Committee
- Standardization Committee
- Bureau of Human Resources (effective 7-01-87)

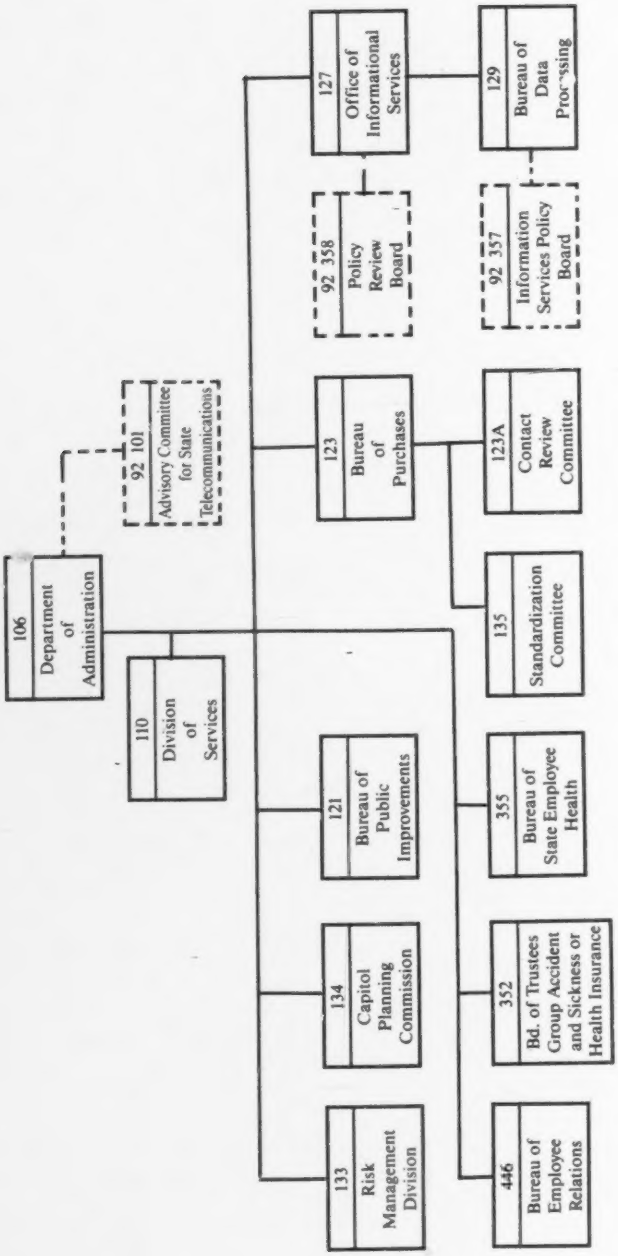
PURPOSE: The Department of Administration is responsible for providing central administrative services to the departments and agencies of State government, including human resource and labor relations services; insurance programs; purchasing, printing, and postal services; the provision and maintenance of State facilities; data processing and telecommunications services; and employee health and assistance programs.

ORGANIZATION: The Department of Administration was established through Chapter 785 of the Public Laws of 1985, effective July 1, 1986. This legislation provided for a major reorganization of central financial and administrative units in State government. The former Department of Finance and Administration was dissolved, with fiscal management and revenue units placed in the Department of Finance and administrative service units placed in the Department of Administration. This and subsequent legislation also reorganized the State's central data processing and telecommunications services under a new Office of Information Services headed by a Deputy Commissioner. The reorganization also created the Bureau of State Employee Health, addressing wellness and health services, cost containment programs and administering the existing Employee Assistance Program. The former Governor's Office of Employee Relations was placed in the department as the Bureau of Employee Relations, and effective July 1, 1987, the (Office of) Commissioner of Personnel became the Bureau of Human Resources within the department.

PROGRAM: The programs of the department are implemented through its component units. The primary emphasis is to provide responsive, high quality and cost effective services to State departments and agencies and related public institutions. The department, through the Commissioner's Office and its service units, strives to coordinate the administrative activities of the Executive Branch with those of the Legislature, the Judiciary, the University of Maine System, and the Maine Vocational-Technical Institute System.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
DEPARTMENT OF ADMINISTRATION
UMB 18


106 Department of Administration
92 101 Advisory Committee for State Telecommunications
110 Division of Services
123 Bureau of Purchases
127 Office of Informational Services
92 358 Policy Review Board
129 Bureau of Data Processing
92 357 Information Services Policy Board
123A Contact Review Committee
135 Standardization Committee
121 Bureau of Public Improvements
134 Capitol Planning Commission
133 Risk Management Division
355 Bureau of State Employee Health
352 Bd. of Trustees Group Accident and Sickness or Health Insurance
446 Bureau of Employee Relations

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
DEPARTMENT OF ADMINISTRATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,039,053	4,164,980	74,992	286,050	7,664	3,505,367
Health Benefits	495,995	262,728	4,054	23,768	541	204,904
Retirement	1,358,277	726,591	14,146	48,538	1,327	567,675
Other Fringe Benefits	37,496	20,044	349	1,206	83	15,814
Computer Services—State	135,598	28,851	3,051			103,696
Other Contractual Service	8,761,004	3,760,421	407,401	208,252	1,643	4,383,287
Rents	2,439,939	59,271	5,520			2,375,148
Commodities	2,413,672	667,083	1,289	21,427	755	1,723,118
Grants—Subsidies—Pensions	201,984	65,332		9,801		126,851
Buildings and Improvement	2,619,812	1,556,975	194,782			868,055
Equipment	278,083	13,448	16,945		5,341	242,349
Interest—Debt Retirement	159,924	1				159,923
Transfers to Other Funds	6,988,440					6,988,440
TOTAL EXPENDITURES	33,929,277	11,325,725	722,529	599,042	17,354	21,264,627

DEPARTMENT OF ADMINISTRATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	57,989	57,989				
Health Benefits	2,717	2,717				
Retirement	12,411	12,411				
Other Fringe Benefits	336	336				
Other Contractual Service	5,614	5,614				
Commodities	660	660				
TOTAL EXPENDITURES	79,727	79,727				

BOARD OF TRUSTEES, GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE

COLBURN W. JACKSON, CHAIRMAN
JO A. GILL, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3626
Mail Address: Statehouse Sta. #114, Augusta, Maine 04333

Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 352; *Citation:* 5 M.R.S.A., Sect. 285-286

Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: The Board of Trustees, Group Accident and Sickness or Health Insurance, was established to administer the State employees' insurance program, including health and dental.

ORGANIZATION: The Board of Trustees, established in 1968, consists of six members. Two members are appointed by the Maine State Employees Association; one retired State employee is selected by the presidents of the chapters of the Retired State Employees Association; two State employees are appointed by the Governor; and the Commissioner of the Department of Administration serves as an ex officio member. The Commissioner holds the master policies.

PROGRAM: The Board of Trustees extended contracts to Blue Cross and Blue Shield of Maine for basic health care coverage and to Prudential Insurance Company of America for major medical coverage for the policy year ending April 30, 1988. The Board of Trustees awarded dental insurance coverage to Northeast Delta Dental for the policy year ending June 30, 1988.

PUBLICATIONS:
Your Group Healthcare Benefits (free)
Northeast Delta Dental: Dental Plan Description (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF TRUSTEES, GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	74,992		74,992			
Health Benefits	4,054		4,054			
Retirement	14,146		14,146			
Other Fringe Benefits	349		349			
Computer Services—State	3,051		3,051			
Other Contractual Service	399,148		399,148			
Commodities	1,289		1,289			
Equipment	16,945		16,945			
TOTAL EXPENDITURES	513,974		513,974			

DIVISION OF ADMINISTRATIVE SERVICES

GEORGE H. VILES, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4500
Mail Address: Statehouse Sta. #132, Augusta, Maine 04333
Established: July 1, 1986 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 110; *Citation:* 5 M.R.S.A., Sect. 1871
Average Count—All Positions: 9 *Legislative Count:* 9

PURPOSE: The Administrative Services Division provides financial, personnel, and other management support services to all units within the Department of Administration. The Division is the Department's liaison with State and Federal representatives for the development and approval of cost allocation programs. The Division also serves as legislative liaison and provides special project assistance for the Office of the Commissioner and other departmental units.

ORGANIZATION: The Administrative Services Division was established by statute on July 1, 1986, with the creation of the Department and is responsible to the Commissioner of Administration.

PROGRAM: Initial activities concentrated on establishing the appropriate financial and personnel resources for the new Department of Administration, and of providing for the revision of cost allocation programs.

PUBLICATIONS:

Department of Administration Affirmative Action plan (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	191,862	191,862				
Health Benefits	11,277	11,277				
Retirement	35,631	35,631				
Other Fringe Benefits	646	646				
Computer Services—State	3,680	3,680				
Other Contractual Service	10,715	10,715				
Commodities	3,222	3,222				
Grants—Subsidies—Pensions	99	99				
TOTAL EXPENDITURES	257,132	257,132				

CAPITOL PLANNING COMMISSION

JON R. OXMAN, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-4000
Mail Address: Statehouse Sta. #77, Augusta, Maine 04333

Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 134; *Citation:* 5 M.R.S.A., Sect. 298

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Capitol Planning Commission was established to institute the development of a master plan to guide future State policy in the expansion of the States' physical plant and in the locating of State buildings and other public improvements in the Capitol area; to submit the completed plan to the Legislature for adoption; and to submit amendments as it deems necessary to the Legislature for adoption and inclusion in the official State master plan. The intended policy for development of the Capitol area is to proceed with economy, careful planning, aesthetic consideration and with due regard to the public interests involved.

ORGANIZATION: The Capitol Planning Commission was established in 1967, abolished in 1972 and recreated in 1973. The Commission consists of the Director of the State Planning Office, ex-officio, seven members appointed by the Governor, and a member of the Augusta City Council. The Governor's appointees must include: two residents of the Capitol Planning District; one resident of the City of Augusta; and four Maine citizens. The Commission elects a chairman from its membership and, while the Bureau of Public Improvements serves as a secretariat of the Commission in exercising its administration, it may employ such assistance as it deems necessary. The State Planning Office also provides staff support. The Commission must meet at least once every four months.

PROGRAM: The Capitol Planning Commission met several times throughout the year conducting routine business within the scope of its responsibilities.

LICENSES, PERMITS, ETC.:

- Sign Permits for:
  - Businesses
  - Any building within Capitol Complex

PUBLICATIONS:

- Capitol Planning Commission Rules and Regulations

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Improvements.

CONTRACT REVIEW COMMITTEE

RONALD H. LORD, CHAIRMAN
CARL T. SILSBY, Contract Administrator

Central Office: State Office Bldg., Augusta; *Floor:* 1 *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 123A; *Citation:* 1987 Exec. Order 18

Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The Contract Review Committee was established to ensure that contracts for special services awarded by agencies of the State Government are necessary to carry out the duties and responsibilities of government and that fair and equitable treatment is afforded to all. The Committee is authorized to examine all such contracts for justification of need and for compliance with State contractual and financial procedures, and before granting approval, may require the presentation of evidence and such modifications of form and procedure as it deems relevant.

ORGANIZATION: The Review Committee for Contractual Services, originated in December, 1969, through an Executive Order of the Governor which established the three-member Review Committee within the Department of Finance and Administration composed of the State Controller, State Budget Officer and the State Purchasing Agent. A second Executive Order, issued in November, 1973, established the Committee under its present name and expanded its membership to include the Director of Central Computer Services as chairman. In late 1975, the State Purchasing Agent was named permanent chairman by consent of the Committee and the Commissioner of Finance and Administration, and in May, 1976, a contract administrator was appointed to operate within the Bureau of Purchases under the Committee chairman. A new Executive Order was issued by the Governor in March, 1984, to reconstitute the Committee as the Contract Review Committee comprised of the State Purchasing Agent as Chairman, State Budget Officer, State Controller and Director of Central Computer Services as ex officio members, and to strengthen the authority of the Committee over special services contracts. Committee membership was modified by a new Executive Order issued in August, 1986, and then restored to the 1984 organization in a June, 1987, Executive Order.

PROGRAM: The Contract Review Committee functions in accordance with regulations promulgated by the former Department of Finance and Administration and incorporated in Section 48 of the *Manual of Financial Procedures.* These regulations establish procedures for issuing Requests for Proposals (RFP's) on the provision of special services to government agencies and for the award of contracts and their amendments, all such operations being subject to Committee review and approval.

During the past year, the Committee acted upon approximately 1,000 contracts and contract amendments involving a total expenditure of over $25,000,000 in State and federal funds, for the purchase of an array of administrative, professional and technical services and resources not otherwise available within the State Government. This activity was conducted through independent review by Committee members as well as work sessions and meetings with agency representatives.

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

BUREAU OF DATA PROCESSING

CARL S. WESTON, ACTING DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3631
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333
Established: July 1, 1986 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 129; *Citation:* 5 M.R.S.A., Sect. 1887
Average Count—All Positions: 92 *Legislative Count:* 116
Organizational Units:
Administrative Section
Computer Operations Division
Systems Software and Planning Division
Systems and Programming Division
Information Centré Division

PURPOSE: The Bureau of Data Processing was created by legislation reorganizing the Department of Finance and Administration. Effective July 1, 1986, the new Bureau was created within the Office of Information Services under the new Department of Administration. At that time, service portions of the abolished Central Computer Services were transferred to the Bureau of Data Processing.

ORGANIZATION: The Bureau of Data Processing provides the major data processing services in State Government, including computer operations, programming and applications systems development. The Bureau, as authorized by the Deputy Commissioner of the Office of Information Services, works to assure consistency in programming services, stability in data processing functions, reliability in the operation and maintenance of systems throughout State Government, and the responsiveness and flexibility to react to changing situations and needs.

PROGRAM:

Information Centré — To better provide these services, the IC is installing computer software products and training experienced staff on how to use these products within State Government to provide a wide range of assistance to all State management personnel.

The Information Centré will be demonstrating to management how existing data can be used to support the decision-making process. Extracts of existing data bases will be presented using new fourth generation languages, graphics, models and summary reports that will show the power of computing in regards to data reduction and analysis. From that exposure, the Bureau feels State's management will be able to demand information rather than bulky "listings" from various computer development groups. We feel that information, not data, will greatly aid their planning and decision-making.

Systems Software and Planning Division — This Division is responsible for the generation and maintenance of the Honeywell and IBM mainframe operating system and telecommunications software (including the NCR Comten telecommunications processor), the installation and maintenance of third-party vendor software, for the maintenance and reporting of the Bureau's performance management and capacity planning systems, for the planning and installation of data processing products, and for the development of any specialized programming techniques. During the fiscal period, the hardware and software of the mainframes and network processors were upgraded in order to support new and improved services, products and capabilities.

Hardware improvements on the IBM mainframe this year included replacing the remaining 3350 disk drives with more efficient 3380 drives. An IBM 3705 telecommunications processor was replaced by migrating its data communications lines to the NCR Comten network processor. The mainframe was upgraded twice during the year. The original 4381-3 mainframe (approximately 4.9 MIPS) was upgraded to a 4381-14 (6 MIPS) in August, 1986, which was then upgraded to a 3090-150E (10 MIPS) in June, 1987, in order to provide enhanced performance.

Software improvements on the IBM were highlighted by the completion of the migration of the last major production systems to MVS/XA from OSVS1, placing all former OSVS1 systems on IBM's strategic MVS/XA operating system where improved capabilities and performance exist. Another major accomplishment was the implementation of a "public access" VM system which allowed the public access to selected information on the mainframe while protecting confidential data from unauthorized access. The VM/SP system was upgraded to Release 4, thereby providing the platform for a number of new or enhanced information products planned for next year. Upgrades to existing products included FAVER, VM/XA, COBOL/XE, SAS, Easytrieve Plus, UFO, and CICS. New products installed were ISPF/PDF (a development aid) and DITTO (a MVS utility).

Honeywell hardware changes included eliminating two of the old Datanet 355 telecommunications processors and replacing them with two Datanet 8/30's, of current technology. The 355's had served the data processing community for about 13 years, but were about to be dropped from support by Honeywell. The Datanet 8/30's are also capable of supporting the statewide Common Network, whereby a 3270 terminal user can access either the Honeywell or the IBM mainframe. Also, based on a benchmark conducted in July, 1986, the mainframe was upgraded from a triple processor DPS 8/52 to a single processor DPS 88/861 in April, providing approximately a 50% increase in overall power. The DPS 8/52 was temporarily (i.e., 6 weeks) upgraded to a DPS 8/70, thereby providing increased CPU power during the transition to the 88/861. Lastly, preparations are underway to test and possibly upgrade the disk subsystem to IBM 3380 disk drives which provide improved storage and performance over the existing 501-type drives.

Honeywell software highlights include the implementation of Release 2500 of GC0S8, the mainframe operating system. This provided the necessary software support for the 88/861 mainframe as well as the 3380 disks anticipated. Upgrades to existing products included TSM, TP, XPQ, and ACES.

The networking area saw the continued implementation of the Common Network, resulting in about two-thirds (1000 +) of the total (1500 +) installed network users now on the Common Network. To support this increased number of users on the network, the NCR Comten software was upgraded from SCS to C0S2, more memory was installed, and a 3695 was installed as a backup to the original 3690 network processor. These NCR Comten telecommunications processors in conjunction with the Honeywell Datanet 8/30's enable network users to share the same backbone topology and to access either of the two BDP mainframes with a few keystrokes.

Computer Operations Division — The primary objective of the Computer Operations Division is to provide responsive, efficient and professional service to customer agencies requiring computer processing, media library, data entry, auxiliary, data communications or data control services. On-line, timesharing, batch and remote batch processing is provided on a twenty-four (24) hour, seven (7) days per week basis.

A $225,000 expansion to the BDP computer room, our media library, data control and auxiliary sections, occupied the thoughts and everyday activities of the staff between October and its completion in late March. This interim upgrade of facilities was needed to facilitate the expansion of the BDP computing facilities. Our Honeywell Bull triple processor DPS 8/52 was upgraded to a DPS 88/861. To satisfy interim user processing requirements while the machine room expansion took place, the DPS 8/52's were upgraded first to DPS 8/70's. Our NCR Comten Front-End Processor, the device that permits a common standard terminal to access both our Honeywell Bull and IBM mainframes was upgraded. A second, redundant device was installed to provide a "hot" backup capability. A Xerox page printer which features MICR capability (Magnetic Ink Character Recognition) quickly replaced a similar Burroughs system in November of 1986. The device produces 1.2 million dual-sided 8½" by 11" pages each month complete with forms and signatures. Most recently, our IBM 4381-R14 was replaced by a new IBM 3090 model 150E, raising the relative computing power of our IBM system from 6 to 10 MIPS. Like the new Honeywell Bull DPS 88/861, the IBM 3090 is liquid cooled, necessitating in the computer room expansion the addition of new chilling equipment.

A Network Control section was established and new space was created for this important and developing technical group. The Data Entry section moved from a stand along Data100 Data Entry System to the IBM on-line Falcon Data Entry System saving money and space. A new contract was negotiated with a Computer Output Microfilm (COM) supplier. COM output, through BDP's supplier, now exceeds a million frames a month.

Systems and Programming — This Division provides a full range of applications development services (analysis, design, programming) for State Government on a consulting basis. Work is performed in accordance with the State standards for Systems Development. Support is provided for both Honeywell and IBM mainframes and a variety of departmental systems. State agencies taking advantage of these services encompass the three branches of State Government.

Reporting of the progress of various development activities to our customers has been redefined. On a bi-weekly basis, end users are made aware of:

(1) progress since the last report, identified by unique milestones
(2) expected work to be performed
(3) budget to date
(4) what action the customer must take

Secondly, the senior staff is reviewing development products currently in use. We have a number of systems developed under older facilities. Once our new "developer's tool kit" is established, the older systems will be converted. This will greatly enhance our ability to maintain older systems with new people.

During this past year, major efforts were completed or underway in several areas. Included among these were:

Corrections—Master Record System for major institutions and Probation and Parole offices; *Inland Fisheries and Wildlife*—Development of new Agent Licensing System; *Retirement*—Implementation of new Retiree Payroll System; *Personnel* (called Bureau of Human Resources as of 7-01-87)—Conversion to new Human Resource system; *Legislature*—Implemented new Bill Status Public Access system; *Secretary of State*—Implemented system to support Uniform Commercial Code including Form Security.

Maintenance and enhancement services were provided for many State Government systems such as Legislative-Statutory Retrieval, Bill Drafting; Education Finance-Budget (position, work program and document); BPI-Telephone; Tax Set-Off; Fuel Tax and Enforcement; Alcoholic Beverages-Point of Sale System; Retirement-Actuarial, Member Accounting and Refund; and Secretary of State-Corporations Registration.

PUBLICATIONS:

Bureau of Data Processing—Comprehensive Plan—April 1987

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF DATA PROCESSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,093,359					2,093,359
Health Benefits	109,005					109,005
Retirement	340,813					340,813
Other Fringe Benefits	9,969					9,969
Other Contractual Service	1,705,462					1,705,462
Rents	2,054,381					2,054,381
Commodities	1,179,776					1,179,776
Grants—Subsidies—Pensions	4,946					4,946
Buildings and Improvement	155,713					155,713
Interest—Debt Retirement	119,921					119,921
Transfers to Other Funds	765,294					765,294
TOTAL EXPENDITURES	8,538,639					8,538,639

BUREAU OF STATE EMPLOYEE HEALTH

FRANK A. JOHNSON, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-4516
Mail Address: Statehouse Sta. #122, Augusta, Maine 04333
Established: July 1, 1986 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 355; *Citation:* 5 M.R.S.A. Sect. 954
Average Count—All Positions: 11 *Legislative Count:* 0

PURPOSE: The purpose of the Bureau of State Employee Health is to plan, to develop, and to implement activity to positively effect the health and safety of State employees. Working with the Labor/Management Committee on Employee Health, the Bureau's efforts are designed to have varying degrees of impact on the State Employee Health Insurance Program. The organization of the Bureau encourages communication of the concerns of State employees regarding safety and health.

ORGANIZATION: The Bureau of State Employee Health was created by legislation of the 112th Legislature in 1986. The central office of the Bureau is recognized as working with the offices of State Employee Relations, State Workers' Compensation, and Risk Management as coordinator and facilitator in resolving problems of State employee health and safety. A separate emphasis of the Bureau is committed to the development of health promotion programs, which will be implemented when staffing is completed. The Bureau's charge for administering first aid and health services for State employees and visitors of the State House complex is accomplished, in part, by the occupational health nurse located in the Health Station of the State Office Building. In addition, the Bureau was given the responsibility of administering the State Employee Assistance Program, Title 22, Chapter 254-A.

PROGRAM: Fiscal year 1987 was the first year of operation for the Bureau of State Employee Health. A major portion of activity was devoted to organization and planning with the Labor/Management Committee on Employee Health.

With its responsibility toward active involvement in promoting quality health care options to State employees, the Bureau joined the University of Maine and the Maine State Employees Association as major facilitator of the "Private Sector Initiatives in Health Care" conference which was held in Portland. The program served as a forum for the discussion of new approaches to accessible high-quality health care by leaders of business, labor, government, and health care interests.

With its responsibility to the State Employee Health Insurance Program, analysis of plan history was begun with the current plan. Recommendations to the Trustees of the State Employee Health Insurance Program were well received. The most noticeable change was with adjustments made to the major medical coverage to provide prescriptions by mail for maintenance drugs.

Recent concerns in worksite conditions, including asbestos projects, involved Bureau staff. As a part of planning efforts, resources were reviewed for future health promotion activities. In addition, the Bureau is involved with existing labor/management committee activities, including that of the State Employee Assistance Program.

The State EAP serves employees, their dependents, and retirees with motivational specialists traveling to counsel over the entire State.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF STATE EMPLOYEE HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	227,146	132,086				95,060
Health Benefits	8,457	5,698				2,759
Retirement	39,436	23,762				15,674
Other Fringe Benefits	939	539				400
Computer Services—State	424					424
Other Contractual Service	46,042	34,808				11,234
Rents	9,970	1,625				8,345
Commodities	1,425	394				1,031
Grants—Subsidies—Pensions	566	566				
Transfers to Other Funds	4,188					4,188
TOTAL EXPENDITURES	338,593	199,478				139,115

BUREAU OF EMPLOYEE RELATIONS

KENNETH A. WALO, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-4447
Mail Address: Statehouse Sta. #79, Augusta, Maine 04333
Established: July 1, 1986 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 446; *Citation:* 26 M.R.S.A., Sect. 979A
Average Count—All Positions: 15 *Legislative Count:* 15

PURPOSE: The Bureau of Employee Relations functions as the Governor's designee for employee relations for the State of Maine. The Bureau's mission is to:

(a) Develop and execute employee relations policies, objectives and strategies consistent with the overall objectives of the Governor;
(b) Conduct negotiations with certified and recognized bargaining agents under applicable statutes;
(c) Administer and interpret collective bargaining agreements, and coordinate and direct agency activities as necessary to promote consistent policies and practices;
(d) Represent the State in all bargaining unit determinations, elections, prohibited practice complaints and any other proceedings (including MLRB and Court cases) growing out of employee relations, collective bargaining activities, and workers' compensation;
(e) Coordinate the compilation of all data and information needed for the development and evaluation of employee relations and workers' compensation programs and in the conduct of negotiations;
(f) Coordinate the State's resources as needed to represent the State in negotiations, mediation, factfinding, arbitration, workers' compensation and other proceedings;
(g) Provide staff advice on employee relations and workers' compensation to the various departments and agencies of State government, including providing for necessary supervisory and managerial training; and
(h) Provide for central case management for workers' compensation cases, worker rehabilitation programs and coordination of State safety programs.

ORGANIZATION: Chapter 785, Public Laws of 1985, established the Bureau of Employee Relations within the Department of Administration.

PROGRAM: In FY 1987, the Bureau completed negotiations for successor agreements to all twelve (12) collective bargaining agreements covering approximately 12,000 State and Vocational Technical Institute employees, and was engaged in negotiations for successor agreements for the same units which expired 6/30/87. The Bureau was also engaged in multi-union negotiations over the State's compensation system and payment of minimum salaries for Teachers in State government. The Bureau also is responsible for management representation on ongoing labor-management committees dealing with stress, safety (including asbestos-related issues), employee health, and other bargaining related activities.

The Workers' Compensation Unit supervises departmental handling of all workers' compensation claims involving State employees; supervises the contract with a private firm for claims and bill processing; and coordinates claim development for the Attorney General's Office in the representation of the State at all legal proceedings. 1559 cases involving lost time or medical expenses were filed in FY 1987.

The Workers' Compensation Unit or its designees, represented the State at three hundred twenty-seven (327) informal conferences during FY 1987.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYEE RELATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	379,675	379,675				
Health Benefits	15,914	15,914				
Retirement	67,722	67,722				
Other Fringe Benefits	1,336	1,336				
Computer Services—State	17,057	17,057				
Other Contractual Service	208,110	208,110				
Rents	3,833	3,833				
Commodities	5,639	5,639				
Equipment	3,106	3,106				
TOTAL EXPENDITURES	702,392	702,392				

OFFICE OF INFORMATION SERVICES

ARTHUR W. HENRY, JR., Acting Deputy Commissioner

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4550
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333
Established: July 1, 1986 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 127; *Citation:* 5 M.R.S.A., Sect. 1881
Average Count—All Positions: 31 *Legislative Count:* 31

PURPOSE: In order to make the best of the very valuable data and information that is continuously created throughout State Government, it is necessary to develop the means by which coordination of effort and use may be achieved. It is in the best interest of the State to be able to develop and use computer data and information in the most efficient manner possible.

It is also essential that when confidentiality of computer data and information is necessary or desirable, the confidentiality of this information can be assured. Therefore, the Office of Information Services was created to be responsible for providing information services in data processing, planning for Telecommunications and planning for the coordination of data processing throughout State Government.

ADMINISTRATION

ORGANIZATION: Legislation enacted by the 112th Legislature during the 112th Second Regular Session established the Office of Information Services as a functional unit of the Department of Administration effective July 1, 1986. The same legislation created an Information Services Policy Board to assist the Deputy Commissioner in meeting the purpose and mission of the Office. The Bureau of Data Processing was also created to provide the major data processing services in State Government including computer operations, programming and application systems. During the 1987 fiscal year the office was organized into functional divisions and units to properly administer the planning, training and management review responsibilities along with the above mentioned data processing services. The 113th Legislature moved the Division of Telecommunications from the Bureau of Public Improvements to the Office of Information Services. Therefore effective July 1, 1987 the Office of Information Services will include the Bureau of Data Processing, Management Review and Audit, a Planning Division, a Telecommunications Division and a Training Division.

PROGRAM:

Administration — The major activities for the Office over this past fiscal year were those of organization and of initial staffing. Although the office was created in July of 1986 the initial budget and work program began in July of 1987. With the help of voluntary assistance from some other state agencies, an organization that is designed to meet the mission of the legislation was defined, functions for each unit were set, and a budget was created. The ground work was completed so that the Information Services Policy Board could begin functioning in December of 1986. Short term goals for the new functional units were set in the first part of the calendar year and were approved by the Policy Board. During this year office personnel also participated in a new telecommunications action committee that created short term goals and action items in the telecommunications area. Many of the actions have begun and they will result in a better, more coordinated telecommunication system for the State. Near the end of the fiscal year longer term goals and work programs based on those goals were created for the Office. Some other accomplishments by functional area were:

Planning Division — We published and distributed a Status Report on Information Systems, and developed a preliminary statement of direction for telecommunications. An approach to developing strategic and operational system plans was presented to the Information Service Policy Board in May of 1987; and the Board has reacted by taking the recommended first steps in that approach.

Management Review and Audit — We finalized a new micro computer evaluation procedure and then completed the evaluations of equipment from various vendors and will report the findings during the next fiscal year. The division also assisted various agencies with their RFP process while continuing to complete all equipment acquisition reviews.

Training — The Training Division began a new approach to information system training during this period. The use of professional lectures for quality seminars was instituted. The goal of one professional lecture per month was met or exceeded with the acceptance from the students and their administrators being excellent.

PUBLICATIONS:

Status Report on State Information Systems

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF INFORMATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	112,800					112,800
Health Benefits	7,120					7,120
Retirement	17,865					17,865
Other Fringe Benefits	528					528
Computer Services—State	65,675					65,675
Other Contractual Service	255,784					255,784
Rents	387					387
Commodities	416,407					416,407
Grants—Subsidies—Pensions	4,680					4,680
Equipment	2,285					2,285
Interest—Debt Retirement	40,002					40,002
Transfers to Other Funds	5,753,236					5,753,236
TOTAL EXPENDITURES	6,676,769					6,676,769

BUREAU OF PUBLIC IMPROVEMENTS

DALE F. DOUGHTY, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-4000
Mail Address: Statehouse Sta. #77, Augusta, Maine 04333
Established: August 28, 1957 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 121; *Citation:* 5 M.R.S.A., Sect. 1876
Average Count—All Positions: 168 *Legislative Count:* 182

PURPOSE: The Bureau of Public Improvements was established to provide the planning, development and monitoring of the construction of all public improvements and public school facilities, maintenance and repair of all public improvements, property records control and property management of the State Capitol complex. The Bureau is authorized to plan and develop long-range public improvement programs and to make recommendations to the Governor and the Legislature regarding such programs; to advise and approve engineering and architectural services, proposals, plans, specifications and contracts for public improvements to State facilities and public school construction; to inspect materials, equipment, methods used and changes in plans in making public improvements and in inspection of public improvements during the course of construction or repair; to inventory all State property and removable equipment; to maintain records of construction costs and progress of public improvements; to supervise, control and maintain land and buildings in the State Capitol Complex; to lease or approve the leasing of grounds, buildings, facilities and office space required by departments and agencies of State Government; to identify and manage asbestos in State-owned and leased facilities; to assist the Capitol Planning Commission in the establishment and maintenance of a master plan for the orderly development of future State buildings and grounds in the Capitol Area of Augusta; and to serve as a secretariat of the Capitol Planning Commission.

ORGANIZATION: The Bureau of Public Improvements (BPI) originated in 1837 with the establishment of a Superintendent of Public Buildings, appointed by the Governor with the advice and consent of the Council, to exercise responsibilities for public buildings, furniture and other property, and preserve and keep them in proper condition. The first Superintendent of Public Buildings was the then former Governor William King who was charged with the responsibility of erecting the State's first capitol. In 1943, the Superintendent's duties were expanded to include the responsibilities basic to the present Bureau. In 1953, when the Department of Finance became the Department of Finance and Administration, appointment of the Superintendent was vested in the Commissioner of Finance and Administration with the approval of the Governor. In a reorganization of the Department in 1957, the position of Superintendent was abolished and his powers and duties were assumed by a newly created Bureau of Public Improvements administered by a State Director of Public Improvements who is appointed in the same manner as the former Superintendent. Also at this time, the Property Records Division of the Department's Bureau of Accounts and Control was transferred to the new Bureau in further consolidation of the State's public improvement and property management functions. The latter became the responsibility of the Bureau's Property Management Program. The Bureau was charged with broad responsibilties for planning and plan review; design and construction of public improvements; Statewide repair and capital budgeting; and lease space and telecommunications management, among other duties.

In 1967, the Bureau was assigned the function of secretariat to the Capitol Planning Commission along with the responsibility for establishing and maintaining a master plan for the Capitol Area. The Commission, with its membership changed by the 106th Legislature in 1973 to better represent the City of Augusta and the neighborhoods within the Capitol Planning area, is actively working with the Bureau on a new master plan. Commission members are appointed by the Governor for 5 year terms. They elect their own Chairperson.

In 1971 the Legislature enacted major new school construction legislation. The Bureau was charged with the responsibility of monitoring the entire construction program to assure the most open and competitive process and the highest quality public school construction. In 1977, BPI established the position of Lease Space & Telecommunications Chief to directly serve these growing responsibilities. In 1982, a lease space coordinator and a telecommunications coordinator were added to the staff. In 1987, the telecommunications responsibilities were transferred to the recently established Office of Information Services, leaving the lease space management with the Bureau.

In 1979, the Legislature charged the Bureau with rulemaking responsibilites for the procurement of architectural & engineering services. In addition, $1.5 million was appropriated to BPI for the first phase of a major Statewide Handicapped Accessibility program in all State facilities. In 1981 the Legislature expanded this responsibility with rulemaking responsibilities for all buildings with public access, whether publicly or privately owned.

In 1977 and 1980 a total of $15 million was authorized by the Legislature and voters for a comprehensive program of energy conservation in public schools and State buildings. BPI has shared responsibility for the school program with the Department of Educational and Cultural Services and has been charged with complete responsibility for the Stateside part of the program. In 1981, the Legislature authorized for public referendum and the voters approved an additional $2 million to continue the State building conservation program. In addition, two permanent positions were added to the staff for long-term energy management work.

In 1986, $6 million was authorized by the Legislature and voters for the identification and removal of asbestos in State facilities. A measure to provide an additional $6 million and extend the program to the public schools awaits voter approval in November, 1987.

PROGRAM: The Program of the Bureau of Public Improvements is as follows:

Professional Services Division. The Professional Services staff oversees renovations, maintenance and repairs of roughly 2,000 state-owned buildings, consisting of approximately 10,000,000 square feet. The planning, design, review and construction monitoring staffs serviced approximately $45.5 million worth of public improvements during the past year. This has consisted of 33 public schools constructed worth $28,307,440 and capital construction projects on 273 State projects worth $17,120,100; and asbestos projects are included.

The Division's Energy Conservation and Management Program staff have, with the remaining $260,000 Energy Conservation Bond Issue Funds, successfully acquired a matching grant amount from the Federal Department of Energy's ICP program. Project implementation is underway and has been scheduled over the next two years at the Augusta Mental Health Institute.

Efforts to further reduce energy consumption and associated operating costs is currently severely constrained by the absence of capital or matching funds to do so. Potential sources such as other Petroleum Violation Escrow accounts (Stripper Wells Overcharge case) and a new bond issue proposal are being pursued.

Response to the DECS/BPI request for new projects from superintendents under Phase V of the Energy Conservation Schools Bond Issue grant process was good. The remaining $1.15

million in that account had been encumbered. While most of the projects approved are just getting underway, 13 percent have been completed and only $96,000 in project requests have withdrawn from their program commitment.

Property Management Division. We now oversee 45 buildings of all sizes in three complexes, A.M.H.I., Capitol, and Hallowell Annex.

Major renovations include the elimination of power lines and wooden poles on Capitol Street from Sewall to State Street so that the street could be renovated. New brick sidewalks and landscaping compliment the project. Underground electrical lines were placed for this area as well as the adjacent buildings on State Street and lower Capitol Street.

The Building Control section monitors and controls the operating parameters of 576 points in 11 Capitol Complex buildings, 24-hours per day, using a Honeywell DELTA 2000 Energy Management System to provide security and environmental comfort for these building's occupants while minimizing energy costs.

The central telephone office provides service 7 days and evenings a week for the State telephone systems. It oversees the operation of 4,000 telephones, handling an average of 1,425 incoming and outgoing calls per day. 40% of the service is informational.

Property Records Program. The year started with the Property Records ledgers showing a total cost valuation for Plant and Equipment of $324,967,938. During the year, this division audited and accounted for $16,206,606 additions and $7,025,732 retirements to the Capital Equipment Accounts, and Plant Reports were prepared showing additions of $7,935,387 and retirements of $6,410,959 to the Land, Building and Structures and Improvements Accounts. The 1987 year closed with a cost valuation for plant and equipment of $335,673,240.

Leased Space. Space for governmental activities continues to be in short supply, increasing the demands for leasing the required facilities. Environmental concerns have greatly increased since the energy crunch of the 70's caused much tighter buildings with better energy consumption figures. This has also caused many problems with air changes, conditioning, and ventilation concerns becoming more prevalent in contracts and negotiations with the State's labor organizations. The resulting environmental concerns are increasing the costs for properly prepared space and will show up to a greater degree as older leases expire and new negotiations force lessors to upgrade their properties. Current lease space contains 966,889 square feet at an annual cost of $6,016,773.64, (not including escalator clauses or other allied expenditures). This is an approximate 7.7% increase in space with a 20% increase in total costs. New leases with basic services included cost twelve dollars per square foot or more and are increasing with each new building project.

Telecommunications. Activity in this area is continuing at an increasing rate as the awareness of new services creates a demand for newer products and networking. The telecommunications organization has begun to take shape. The Telco Division was given four additional positions and has been transferred from the Bureau of Public Improvements to the Office of Information Services as a result of legislative action in early 1987. Several new switching systems have been purchased and installed. A complete wiring and conduit system was installed at the Augusta Mental Health Institute enabling the hospital to change over and modernize their system. A renewed spirit of cooperation is emerging between the State and the University System in developing comprehensive plans for the interaction of telecommunication services. Cost containment activities are proving effective with gradual improvements being provided in system networking and switching systems.

Division of Asbestos Management Activities. This Division was created in January of 1987, as an outgrowth of the Governor's Task Force on Asbestos Management. The Division is conducting the legally mandated statewide survey of State facilities, with the objective of preparing a priority plan for legislative action in early 1988. In the interim, the Division is managing an abatement program in facilities with asbestos problems that require immediate action. In addition, the Division is assisting with training programs, developing operations and maintenance plans, and providing technical assistance to State and public school facility officials. Division staff also assist members of the public with questions and concerns.

LICENSES, PERMITS, ETC.

Parking Permits for:

- Temporary Handicapped
- Service Vehicles
- Outside Agency
- Car Pooling
- Commissioners

PUBLICATIONS:

Rules and Regulations — Capitol Planning Commission — n/c
Life Cycle Analyses — n/c

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC IMPROVEMENTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,273,141	2,979,427		286,050	7,664	
Health Benefits	228,355	204,046		23,768	541	
Retirement	562,420	512,555		48,538	1,327	
Other Fringe Benefits	16,823	15,534		1,206	83	
Computer Services—State	6,872	6,872				
Other Contractual Service	4,540,711	3,377,760	8,253	208,252	1,643	944,803
Rents	59,124	53,604	5,520			
Commodities	671,014	648,219		21,427	755	613
Grants—Subsidies—Pensions	74,119	64,318		9,801		
Buildings and Improvement	2,464,099	1,556,975	194,782			712,342
Equipment	21,126	10,342			5,341	5,443
Interest—Debt Retirement	1	1				
TOTAL EXPENDITURES	11,917,805	9,429,653	208,555	599,042	17,354	1,663,201

BUREAU OF PURCHASES

RONALD H. LORD, STATE PURCHASING AGENT

Central Office: State Office Bldg., Augusta *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 123; *Citation:* 5 M.R.S.A., Sect. 1876

Average Count—All Positions: 77 *Legislative Count:* 19

Organizational Units:

- Purchasing Division
- Central Printing
- Surplus Division—State and Federal
- Materials Testing
- Contract Review Committee
- Central Mail Service
- Central Warehouse
- Central Photo Laboratory
- Central Convenience Copiers
- Standardization Committee
- Blind Made Products Committee

PURPOSE: The Bureau of Purchases was established to manage a procurement program that will result in obtaining the maximum projected value for each dollar of expenditure in an open competitive manner assuring fairness and integrity. The Bureau is authorized to purchase all services, supplies, materials and equipment required by the State government or by any department or agency thereof; to adopt and enforce specifications applying to services, supplies, materials and equipment purchased for the use of the State government; to purchase or contract for all postal service required for the use of the State government; to establish and conduct a central duplicating service available to all State departments and agencies and to charge for the use of such facilities and supplies; to establish and operate, with the approval of the

Commissioner of Administration, storerooms as necessary for the storage and distribution of supplies, materials and equipment for governmental use; to transfer to or between State departments and agencies, or sell supplies, materials and equipment which are surplus, obsolete or unused; to establish and conduct a central mailing room for State departments and agencies; and to permit any political subdivision or School Administrative District in the State to make purchases of materials, equipment and supplies through the Bureau, subject to procedures, rules and regulations prescribed by the State Purchasing Agent.

A Blind-Made Products Committee was established to determine the price of all products which meet specifications prescribed by the State Purchasing Agent which are manufactured by Maine institutions for the blind and offered for sale to the State or any political subdivision.

ORGANIZATION: The Bureau of Purchases was created in 1931 as an organizational unit of the newly-established Department of Finance (named Department of Finance and Administration in 1953 and renamed Department of Administration in 1986) under the administrative direction of the State Purchasing Agent who is appointed by the Commissioner of Administration. Within the Bureau are the divisions of Postal Service, Warehousing, Central Printing, Central Convenience Copiers, Central Photography and State Surplus services. In 1977 the Department of Finance and Administration, through the Bureau of Purchases, was designated as the State agency to receive and distribute federal surplus property.

PROGRAM: The objective of the Bureau of Purchases is to procure collectively all services, supplies, materials, and equipment for the State in a manner that will best secure the greatest possible economy. Functions of the Bureau include operation of a Central Warehouse distributing departmental supplies for all agencies and foodstuffs for state institutions. The Central Photo Lab supplies photographic, developing, and video services to state agencies. Central Convenience Copiers administers the various photo copying equipment used throughout state government. The State Postal Center provides delivery, pick up and metering services to state mail. State and Federal Surplus Property Divisions handle the distribution and liquidation of surplus property of all types — Central Printing provides duplicating services and procures printed materials for all state agencies.

PUBLICATIONS:

The Maine State Government Annual Report (Price established by actual cost prorated per page of copy to each contributing state entity).

Salary Schedule (Price $1.50).
Personnel Rules (Price $3.00).
State House Station Directory—Free at present time.
Equal Employment Opportunity (Price $2.50).
How to do Business with the State of Maine — Free at present time.
Class, Titles, and Ranges (Price $2.50)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PURCHASES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,570,631	376,967				1,193,664
Health Benefits	104,448	20,115				84,333
Retirement	256,622	65,115				191,507
Other Fringe Benefits	6,414	1,497				4,917
Computer Services—State	37,893	364				37,529
Other Contractual Service	249,229	39,804				209,425
Rents	312,244	209				312,035
Commodities	132,389	7,823				124,566
Grants—Subsidies—Pensions	72,302					72,302
Transfers to Other Funds	206,168					206,168
TOTAL EXPENDITURES	2,948,340	511,894				2,436,446

RISK MANAGEMENT DIVISION

TIMOTHY W. SMITH, DIRECTOR OF RISK MANAGEMENT

Central Office: State Office Bldg., Augusta; *Room:* 304 *Telephone:* 289-2341
Mail Address: Statehouse Sta. #85, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 133; *Citation:* 5 M.R.S.A., Sect. 1725A
Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The Risk Management Division was established to provide insurance advice to the State government and administer all State insurance and self-funded plans and programs. The Director reviews annually the entire subject of insurance as it applies to all State property and activities; develops and maintains accurate records of all buildings and contents, State-owned vehicles, aircraft, ocean marine requirements and other pertinent information to properly apply insurance coverages; recommends to the Commissioner of Administration such protection as deemed necessary or desirable for the protection of all State property and activities; recommends a limit of self-insurance on State-owned buildings, contents, furniture, fixtures, and activities consistent with adequate capitalization and administration of the Self-Insurance Fund; and provides insurance coverages for unusual or unique situations and conditions, as deemed necessary.

ORGANIZATION: The Maine Insurance Advisory Board was created in 1965. The board consisted of five people with insurance experience. This board existed until 1983 when the board was abolished. At this time, the department name was changed to the Risk Management Division. The division was placed under the Department of Finance and Administration and, in 1986, it was placed in the new Department of Administration. The authority is based on the Director's recommendations and the approval of the Commissioner of Administration.

The handling of claims is based on a continuing reserve fund, created to indemnify the State for self-insured retention losses, related loss adjustment expenses, and loss prevention expenses.

This past year, the Risk Management Division was faced with handling a catastrophic loss in the flood of 1987. It also had to deal with a continuing hard insurance market in trying to place risks. It also continues to self-insure more risks based on nonavailable or high costs insurance markets, and the ability to take on more risk. The Division is also heading up more investigations to better assist in handling and defending claims. The Division continues to expand its efforts to recover money for damages and injuries (subrogation) caused to the State by others. Recoveries were $125,000 this fiscal year and $500,000 over the past four years.

PROGRAM: The following is a brief description of premiums, losses and pertinent information relative to the major lines of insurance administered by the Risk Management Division.

STATE PROPERTY INSURANCE

Company: Aetna Casualty & Surety Co.
Agency: The Dunlap Agency
Term: 7/1/86-7/1/87
Insured Amount: $1,117,700,695.00
Annual Premium: $325,359.00
Self-Retention: $1,000,000.00
Claims Incurred: $957,568.68

BOILER INSURANCE

Company: Travelers
Agency: The Dunlap Agency
Term: 7/1/86-7/1/87
Annual Premium: $46,723.00
Deductible: $5,000.00
Claims Incurred: None

COMPREHENSIVE BLANKET BOND

Company: Hartford Accident & Indemnity Company, Aetna Casualty & Surety, U.S.F.&G.
Agency: The Dunlap Agency
Term: 7/9/86-7/9/87
Coverage: Employee Fidelity, money & securities, and food stamps
Number of Employees: 17,314
Premium: $40,802.60
Losses Incurred: $17,090.21
Deductible: $5,000.00

OCEAN MARINE/BOAT INSURANCE

Company: Insurance Company of North America
Agency: W.C. Ladd & Sons, Inc.
Term: 7/1/86-7/1/87
Premium: $182,563.00
Claims Incurred: $3,511.00
Deductible: Various

POLICE PROFESSIONAL LIABILITY

Company: Imperial Casualty & Indemnity Co.
Agency: The Dunlap Agency
Term: 7/26/86-7/26/87
Premium: $132,103.00
Claims Incurred: $198,000.00
Deductible: $5,000.00

GENERAL LIABILITY INSURANCE

Company: United States Fidelity & Guaranty Insurance Company
Agency: The Dunlap Agency
Term: 9/13/86-9/13/87
Premium: $44,008.00
Claims Incurred: $1,500.00
Deductible: None

AUTOMOBILE FLEET LIABILITY INSURANCE

Company: State of Maine Self-Insurance Fund
Agency: Risk Management Division
Term: 9/8/86-9/8/87
Limits: $300,000 per occurrence
Premium: $661,577.00
Deductible: $5,000.00
Number of Units: 5,806
Claims Reported: 374
Claims Incurred: $344,679.31

AIRCRAFT FLEET INSURANCE

Company: Imperial Casualty & Indemnity
Agency: Aviation Underwriters
Term: 8/6/86-8/6/87
Premium: $47,430.00
Claims Incurred: None
Deductible: $500.00

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

RISK MANAGEMENT DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	57,458	46,974				10,484
Health Benefits	4,648	2,961				1,687
Retirement	11,211	9,395				1,816
Other Fringe Benefits	156	156				
Computer Services—State	946	878				68
Other Contractual Services	1,340,189	83,610				1,256,579
Commodities	1,851	1,126				725
Grants—Subsidies—Pensions	45,272	349				44,923
Equipment	234,621					234,621
Transfers to Other Funds	259,554					259,554
TOTAL EXPENDITURES	1,955,906	145,449				1,810,457

STANDARDIZATION COMMITTEE

RONALD H. LORD, RECORDING SECRETARY

Central Office: State Office Bldg., Augusta; *Floor:* 1 *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 135; *Citation:* 5 M.R.S.A., Sect. 1814
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Standardization Committee was established to advise the State Purchasing Agent and the Commissioner of Administration in the formulation, adoption and modification of the rules and regulations which prescribe the purchasing policy of the State, and to assist the State Purchasing Agent in the formulation, adoption and modification of specifications deemed necessary for the procurement of services, supplies, materials and equipment required for use by the State.

ORGANIZATION: The Standardization Committee was established in 1931 in conjunction with the Bureau of Purchases and consists of the Governor or his representative, the State Purchasing Agent, and four public members representative of industry, commerce and political subdivisions of Maine, and such State department or agency heads or their representatives as may be designated by the Governor to serve at his pleasure. The State Purchasing Agent is an ex officio nonvoting member. The Committee must meet at least semi-annually.

PROGRAM: This Committee establishes more standardized State specifications. In addition, the committee reviews and evaluates contracts or bids before awards are made if such appears to be of a controversial nature.

FINANCES, FISCAL YEAR 1987: 5 MRSA Sect 1814 provides that expenditures of this unit shall be borne by the Bureau of Purchases and are, therefore, included in its financial display.

ADVOCATES FOR THE DEVELOPMENTALLY DISABLED

PAUL FISHER, EXECUTIVE DIRECTOR
STEVEN BEAM, PROGRAM DIRECTOR

Central Office: 2 Mulliken Court, Augusta — Telephone: 289-5755
Mail Address: P.O. Box 5341, Augusta, Maine 04330 — 1-800-452-1948

Established: October 1, 1977

Reference: Policy Area: 03; Umbrella: 99; Unit: 475; Citation: 22 M.R.S.A., Chapter 961

Average Count—All Positions: 18 — Legislative Count: 0

PURPOSE: To provide protection and advocacy services for people of all ages who are developmentally disabled and persons with mental illness residing in facilities for their care and for treatment including persons on aftercare status. Specifically ADD provides:

1. Information and referral for advocacy services to people who are elderly, handicapped or low income.
2. Information and referral for handicap rights and services.
3. Training in handicap rights for parents and consumers.
4. Direct advocacy assistance for:
    - a. handicapped children outside their own homes;
    - b. handicapped clients of the Bureau of Rehabilitation;
    - c. all persons who are developmentally disabled;
    - d. persons with mental illness residing in facilities for their care and/or treatment and persons released from such facilities within 90 days.

ORGANIZATION: ADD is a private non-profit agency with a governing Board of Directors. It is directly responsible to the Governor and Legislature and is annually certified by the Governor to act as the State Protection and Advocacy Agency. It has a staff of 18 people including (9) Field Advocates, (3) Attorneys, (1) Assistant Director, (1) Administrative Assistant, (3) Secretaries and (1) Executive Director.

PROGRAM: In FY 1987 ADD served approximately 2,000 people and provided training to an additional 500. Mental health clients and children with learning disabilities and behavioral handicaps continue to increase their relative proportion of the caseload.

ADD completed the first full year of a new Mental Health Protection and Advocacy Program. The program will continue to involve family and consumer groups in advocacy efforts for the upcoming year.

Parent training will continue as before. Consumer training was deleted due to funding cuts from the Bureau of Rehabilitation. Some consumer training will be initiated under the new Mental Health Protection and Advocacy Program.

PUBLICATIONS:

Rehabilitation Services Manual
Parent Information Packet
Social Security/Supplemental Security Income Manual
504 Manual

FINANCES, FISCAL YEAR 1987: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

FINANCIAL STATEMENTS
THE ADVOCATES FOR THE DEVELOPMENTALLY DISABLED
FOR THE MONTH ENDED JUNE 30, 1987

	MONTHLY			YEAR TO DATE			ANNUAL
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	BUDGET
INCOME							
Fed P & A	$12,000.00	$12,500.00	$ (500.00)	$124,310.48	$112,500.00	$11,810.48	$150,359.00
Fed MHP & A	23,100.00	20,416.66	2,683.34	170,307.15	183,749.94	(13,442.79)	125,000.00
MHPA FY 85-86 Carry							120,000.00
State (VR)	0.00	11,491.16	(11,491.16)	103,420.50	103,420.44	0.06	137,894.00
State (MH/MR)	1,500.00	3,728.66	(2,228.66)	33,933.00	33,557.94	375.06	44,744.00
State (Educat.)	0.00	3,541.75	(3,541.75)	42,501.00	31,875.75	10,625.25	42,501.00
State (Direct)	74.50	1,356.66	(1,282.16)	14,249.29	12,209.94	2,039.35	16,280.00
TOTAL INCOME	$36,674.50	$53,034.89	$(16,360.39)	$488,721.42	$477,314.01	$11,407.41	$636,419.00
EXPENSES							
Personnel	$ 22,318.80	$25,416.29	$ (3,097.49)	$227,933.41	$228,746.61	$ (813.20)	$304,996.00
BC/BS Med. Insurance	2,149.76	1,161.98	987.78	9,173.32	10,457.82	(1,284.50)	13,944.00
FICA Taxes—ER	1,595.78	1,817.22	(221.44)	16,297.16	16,354.98	(57.82)	21,807.00
Unemp. Taxes	1,484.49	409.47	1,075.02	4,682.86	3,685.23	997.63	4,914.00
Travel	3,217.32	3,749.99	(532.67)	33,357.22	33,749.91	(392.69)	45,000.00
Agency Ins./Liabil.	437.32	835.14	(397.82)	10,328.31	7,516.26	2,812.05	10,022.00
Workmens Comp	0.00	48.81	(48.81)	684.01	439.29	244.72	586.00
Rent, Heat, Lights	0.00	1,762.07	(1,762.07)	1,750.00	15,858.63	(14,108.63)	21,145.00
Telephone	5,631.87	2,333.31	3,298.56	20,213.12	20,999.79	(786.67)	28,000.00
Postage	250.00	499.99	(249.99)	2,583.32	4,499.91	(1,916.59)	6,000.00
Supplies/Copying	1,364.11	1,416.65	(52.54)	9,812.24	12,749.85	(2,937.61)	17,000.00
Capital Equipment	0.00	462.49	(462.49)	5,453.58	4,162.41	1,291.17	5,550.00
Training	336.08	764.99	(428.91)	5,967.49	6,884.91	(917.42)	9,180.00
Advertising	96.00	191.65	(95.65)	3,488.21	1,724.85	1,763.36	2,300.00
Prof. Fees	489.50	541.64	(52.14)	11,142.94	4,874.76	6,268.18	6,500.00
Audit	0.00	641.64	(641.64)	2,975.00	5,774.76	(2,799.76)	7,700.00
Interest Exp.	0.00	0.00	0.00	830.22	0.00	830.22	0.00
Contractual Grants	8,825.75	8,982.91	(157.16)	53,897.50	80,846.19	(26,948.69)	131,775.00
Miscellaneous	11.18	0.00	11.18	1,386.61	0.00	1,386.61	0.00
TOTAL EXPENSES	$ 48,207.96	$51,036.24	$ (2,828.28)	$421,956.25	$459,326.16	$(37,369.64)	$636,419.00
SURPLUS (DEFICIT)	$(11,533.46)	$ 1,998.65	$13,532.11	$ 66,765.17	$ 17,987.85	$ 48,777.05	$ 0.00

MAINE COMMITTEE ON AGING

MARGARET RUSSELL, CHAIRPERSON
ROMAINE M. TURYN, Director

Toll Free: 1-800-452-1912 (Long Term Care Ombudsman Program only)
Central Office: Augusta Plaza, Augusta *Telephone:* 289-3658
Mail Address: Statehouse Sta. #127, Augusta, Maine 04333
Established: August 8, 1953 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 159; *Citation:* 22 M.R.S.A., Sect. 5108
Average Count—All Positions: 6 *Legislative Count:* 6

PURPOSE: It is the goal of the Maine Committee on Aging, an independent state agency, to advocate for the rights of older citizens and to assist the elderly of the State of Maine to have access to an adequate income in retirement, the best physical and mental health possible, without regard to economic status; suitable housing, full restorative services for those who require institutional care; opportunity for employment; retirement in health, honor and dignity; and efficient community services; and to provide public information on the rights and benefits available to older citizens. The Maine Committee on Aging advises the Governor, Legislature, and state and federal government on policies and programs affecting older people in Maine.

ORGANIZATION: The Maine Committee on Aging was created by Chapter 176 of the Private and Special Laws of 1953 and was reactivated every two years after 1953, with the exception of the 103rd Legislature. Chapter 630 of the Public Laws of 1973 established a permanent Committee on Aging. In 1974 Section 5108 of Title 22 of the Revised Statutes, as enacted by Section 1 of Chapter 630 of the Public Laws of 1973, was repealed and replaced by Section 5108, Chapter 793, of the Public Laws of 1974.

In 1981, the Committee's legislation was amended to provide for confidentiality and access to resident records for the Committee's Ombudsman Program (PL 1981, Chapter 72). The Legislature further amended the Committee's legislation in 1982, (P.L. 1981, Chapter 703) by making it an independent advisory committee located outside the Department of Human Services. In 1985, the Maine Committee on Aging legislation was again amended to give the Ombudsman Program access to investigate complaints made on behalf of residents in adult foster homes. Legislation enacted by the Second Regular Session of the 112th Legislature expanded the scope of the Ombudsman Program to include elderly consumers of home based care services and provided funds to support an additional position for the program.

PROGRAM: The Committee is advisory to the Governor, Legislature, and state and federal agencies on all programs and policies impacting upon Maine's 200,000 elderly. It is concerned not only with the problems of age which demand a wide range of human services from income maintenance, health care, and service delivery such as transportation, meals and home care, but also with expanding the strengths and potentials of Maine's elderly to improve the quality of life. In addition, the Committee seeks to heighten the public's awareness of aging.

Since July 1975, the Maine Committee on Aging, through the Bureau of Maine's Elderly, has received a grant from the Administration on Aging to administer a Long Term Care Ombudsman Program, pursuant to legislative authority to investigate resident complaints in these facilities (22 MRSA 5112). The statewide program follows up on complaints made by residents or on their behalf; researches issues and policies confronted in these investigations for potential legislative and/or regulatory changes; identifies service needs of residents; and works with the nursing home profession, Department of Human Services, and area agencies on aging to assist in meeting those identified needs. A grant from the Administration on Aging funds a full time Ombudsman. The program has 15 volunteer ombudsman and may empower up to 25 volunteer ombudsman statewide. This Program now investigates complaints made regarding adult foster homes and home based care services for the elderly. Throughout the past fiscal year, the Program investigated approximately 200 cases involving 500 complaints and participated in several major long term care education programs. The Ombudsman Program also administers two nursing home Quality of Life grants.

The Committee investigates issues in long term care and advocates for appropriate changes with state and federal agencies and the long term care profession.

The Maine Committee on Aging co-sponsors with the Bureau of Maine's Elderly a two-day Blaine House Conference on Aging which is attended by hundreds of elderly delegates. As a result of this Conference, resolutions are passed dealing with recommendations for legislative and administrative proposals. Legislation initiated by the Maine Committee on Aging and passed by the First Regular Session of the 113th Legislature include: Tax Credits for Dependent Care; An Act to Afford Consumer Protection on Continuing Care Retirement Communities; An Act to Provide Qualified Nursing Assistant Services; expansion of the Supplemental Security Income Program; and a resolution to Congress urging passage of spousal impoverishment legislation. Other legislation supported by the Maine Committee on Aging included certification of adult day programs and increased property tax relief for the elderly and low income individuals.

Recent significant issues passed by the 112th Legislature which the Maine Committee on Aging initiated include, An Act to Amend the Probate Code to Improve Guardianship and Conservatorship Proceedings, An Act to Protect Applicants for Admission to Nursing Homes from Unfair and Illegal Trade Practices, An Act Concerning Living Wills, funding to include anti-arthritic drugs in the Low Cost Drug Program, increased funding for the Home Based Care Program, provision of a Home Care Ombudsman within the Maine Committee on Aging's Long Term Care Ombudsman Program, A Resolve to Establish a Commission to Study the Integration of the Maine State Retirement System with the Social Security System, An Act to Insure Fair Practices in the Sale of Health Insurance Policies to Elderly Consumers, and An Act to Enhance the Protection of Mental Health Recipients' Rights.

Throughout the year, the Committee holds meetings on the third Monday of each month. Subcommittees often meet more frequently, particularly the seven-member Technical Review Subcommittee, which reviews all proposals for funding elderly related programs under the Older American's Act. Additionally, the Committee has an Ombudsman Advisory Committee which participates in targeting priority issues in the long term care area. Minutes of all meetings are on file and available to the public.

The Committee also has a Subcommittee on Health Care. This subcommittee is reviewing ways to improve understanding of the medicare system and hospital care and is developing a system to assist consumers with Medicare denial of care. The Maine Committee on Aging convened a task force with the Maine Hospital Association and developed a brochure outlining the rights of Medicare beneficiaries. The Health Care Subcommittee is currently examining issues surrounding home care. Some of these issues include nurses aide training, nursing home staff turnover, and other quality of care issues.

From March to December 1985 the committee produced with WGME-TV in Portland a weekly TV series, "Gray Matters," to explore aging issues. Guests on the program discussed topics such as Living Wills, Medicare Supplemental Insurance, Guardianship, Social Security, and health issues. Since September 1986, the Committee has produced, in conjunction with WMTW-TV, a once a week segment on the evening news called "Gray Matters," which is dedicated to exploring current issues in aging. Spots have included the crisis in long term care, property tax relief, insurance issues, and labelling of prescription drugs.

The Blaine House Conference on Aging was held on October 1 and 2, 1986, from which the Committee developed its legislative agenda.

LICENSES, PERMITS, ETC.:

The Committee empowers 25 citizens to enter onto the premises of Maine's nursing homes, boarding homes, and adult foster homes, to follow-up on resident complaints.

PUBLICATIONS:

Over 60: A Progress Report (on location use only)

A Consumer's Guide to Choosing a Nursing Home (free) Revised 1985

Informational pamphlet on *Nursing and Boarding Home Ombudsman Program,* available in French and English (free)

1982 Blaine House Conference on Aging: A Report of Proceedings and Recommendations

1984 Blaine House Conference on Aging: A Report of Proceedings and Recommendations

Senior Citizen's Consumer Health Pocket Guide (free)

1986 Blaine House Conference on Aging: A Report of Conference Proceedings and Recommendations

1987 Medicare Supplemental Insurance Comparison Chart

1987 Maine Committee on Aging Final Legislative Update June, 1987

Knowing Your Rights When Living in a Nursing or Boarding Home (large print—free)

Temporary Leave from a Nursing Home—Reserving Your Bed (free)

Forms for Living Will (free)

If Medicare Will Not Pay for Some of Your Hospital Care, There is Something You Can Do About It (free)

Annual Report, Long Term Care Ombudsman Program, October 1985—September 1986 (free)

Consumer Long Term Care Insurance Comparison Chart, April 1987 (free)

Maine Committee on Aging brochure

Report on hospital discharge statistics for older people

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE COMMITTEE ON AGING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	111,606	111,606				
Health Benefits	6,075	6,075				
Retirement	18,903	18,903				
Other Fringe Benefits	353	353				
Computer Services—Comm	240	240				
Computer Services—State	48	48				
Other Contractual Service	39,180	39,180				
Rents	5,817	5,817				
Commodities	1,454	1,454				
TOTAL EXPENDITURES	183,676	183,676				

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

BERNARD W. SHAW, COMMISSIONER
JOHN T. FOGLER, Deputy Commissioner

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3871
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1852 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001; *Citation:* 7 M.R.S.A., Sect. 1

Average Count—All Positions: 244 *Legislative Count:* 108.5

Organizational Units:

- Administrative Services Division
- Bureau of Agricultural Marketing
  - Division of Market Development
  - Division of Quality Assurance
  - Maine Potato Board
  - Maine Dairy and Nutrition Council
  - Maine Dairy Promotion Board
  - Maine Agricultural Bargaining Board
- Bureau of Agricultural Production
  - Division of Veterinary Services
  - Division of Plant Industry
    - (Office of) State Horticulturist
  - Seed Potato Board
  - Division of Production Development
- Bureau of Agricultural and Rural Resources
  - Division of Resource Development
  - Board of Pesticides Control
  - State Harness Racing Commission
  - State Soil and Water Conservation Commission
- Bureau of Public Services
  - Division of Regulation
    - (Office of) Sealer of Weights and Measures
  - Animal Welfare Board
  - Maine Milk Commission
- Commissioner's Office
  - Research Unit
  - Office of Public Information

PURPOSE: The Department of Agriculture, Food and Rural Resources was established to improve Maine agriculture through: the conservation and improvement of the soil and cropland of the State; the development, compilation and dissemination of scientific and practical knowledge; the marketing and promotion of agricultural products; the detection, prevention and eradication of plant and animal diseases; the protection of the consuming public against harmful and unsanitary products and practices; and the sound development of the natural resources of the State.

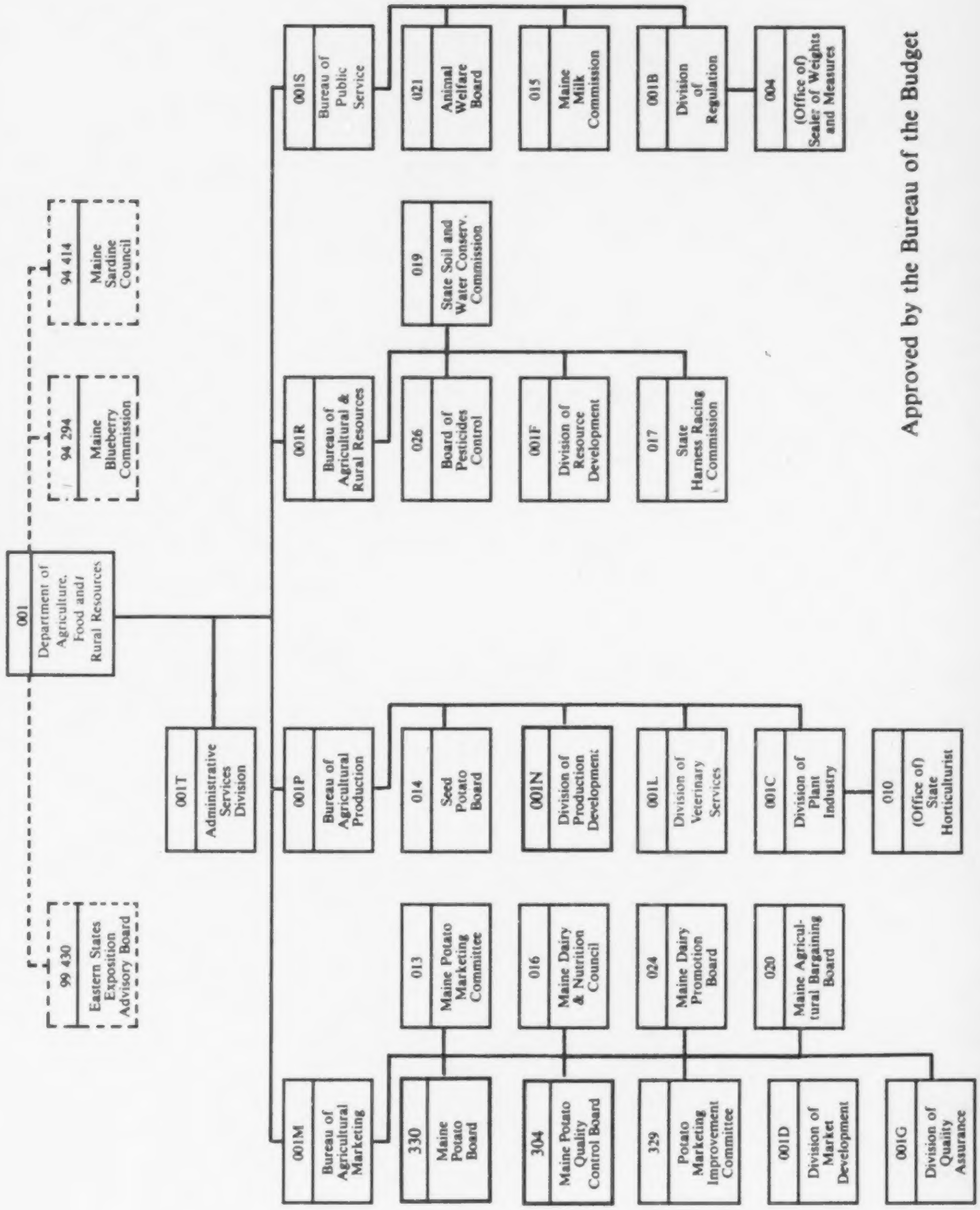
The Commissioner of Agriculture and/or the appropriate boards or commissions within the Department have authority to establish and promulgate grades and standards for Maine agricultural products, and promote the use of such products; to inspect agricultural products, and the premises and conveyors on which such products are stored, handled or processed, and issue certificates of inspection; to grant licenses and permits; to collect fines and legal and usual fees; to hold hearings for the purpose of obtaining essential information; to establish, promulgate and maintain a full record of necessary regulations, and provide for the enforcement of the same; to establish milk prices; to establish harness racing schedules; to register pesticides and license their use; to investigate and prosecute cases of cruelty to animals; to administer the agricultural bargaining law; to appoint all officials, boards, and commissions as provided by law; and to employ personnel necessary to carry out these responsibilities.

ORGANIZATION: The State Board of Agriculture was created in 1852 and continued as a Board until 1901 when the Department of Agriculture was established and the position of Commissioner of Agriculture was created.

Concurrent with the Board was the establishment of a State Cattle Commissioner in 1887, whose duties were granted to a Livestock Sanitary Commissioner in 1911. Ten years later, all responsibility for animal disease control was vested in the Commissioner of Agriculture. The Veterinary Examiners Board (now Board of Veterinary Medicine) was created in 1905.

The Agricultural Development Act of 1980, enacted by the 109th Legislature and effective July 1980, changed the department's name to the Department of Agriculture, Food and Rural

ORGANIZATIONAL CHART
DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES
UMB 01


001
Department of Agriculture, Food and Rural Resources
99 430
Eastern States Exposition Advisory Board
94 294
Maine Blueberry Commission
94 414
Maine Sardine Council
001T
Administrative Services Division
001M
Bureau of Agricultural Marketing
013
Maine Potato Marketing Committee
016
Maine Dairy & Nutrition Council
024
Maine Dairy Promotion Board
020
Maine Agricultural Bargaining Board
330
Maine Potato Board
304
Maine Potato Quality Control Board
329
Potato Marketing Improvement Committee
001D
Division of Market Development
001G
Division of Quality Assurance
001P
Bureau of Agricultural Production
014
Seed Potato Board
001N
Division of Production Development
001L
Division of Veterinary Services
001C
Division of Plant Industry
010
(Office of) State Horticulturist
001R
Bureau of Agricultural & Rural Resources
019
State Soil and Water Conserv. Commission
026
Board of Pesticides Control
001F
Division of Resource Development
017
State Harness Racing Commission
001S
Bureau of Public Service
021
Animal Welfare Board
015
Maine Milk Commission
001B
Division of Regulation
004
(Office of) Sealer of Weights and Measures

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,463,095	2,460,205	1,330,188		378,194	294,508
Health Benefits	242,234	132,037	71,397		21,317	17,483
Retirement	757,414	424,047	222,961		60,896	49,510
Other Fringe Benefits	22,230	13,198	4,829		2,858	1,345
Computer Services—State	7,651	3,111	3,449		266	825
Other Contractual Service	2,492,214	1,091,729	1,089,564		47,752	263,169
Rents	134,473	70,976	48,152		150	15,195
Commodities	530,717	126,810	118,707		358	284,842
Grants—Subsidies—Pensions	4,024,460	292,127	3,657,615		16,000	58,718
Equipment	169,381	45,881	123,500			
Interest—Debt Retirement	410	253	12			145
Transfers to Other Funds	1,125,971	281,108	799,704		16,275	28,884
TOTAL EXPENDITURES	13,970,250	4,941,482	7,470,078		544,066	1,014,624

Resources and authorized the reorganization of the department into four bureaus containing the existing divisions and agencies as depicted on the department's organizational chart.

PROGRAM: Specific activities of the department during FY 87 are discussed in the individual reports of the various units within the department.

LICENSES, PERMITS, ETC.:
(Listed under the appropriate program units in following reports.)

PUBLICATIONS:
Maine Agricultural Statistics (annual), single copies free
Farming in Maine, free

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Administrative Services Division.

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)

RICHARD B. BURNHAM, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2001
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1919 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001T; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 10 *Legislative Count:* 8

PURPOSE: The Administrative Services Division provides centralized administrative support to the Department of Agriculture with primary responsibilities in the areas of budgeting, accounting for receipts and expenditures, purchasing of equipment, supplies and services, and personnel administration. Additionally, the division assists the Commissioner, bureau and division directors by providing technical assistance in financial planning, program evaluation, and management studies.

ORGANIZATION: The Division of Administration is part of the Office of the Commissioner and consists of a Personnel Unit directed by a Personnel Specialist and Finance Unit directed by an Accountant III.

PROGRAM:

Finance. The Finance Unit assists the Commissioner's office and Bureau/Division Directors in financial planning and in the preparation and management of annual and biennial budgets and work programs. It maintains centralized accountability for all department expenditures and financial transactions in order to insure their legality and correctness. The unit maintains the accounting records for all income and expenditures, processes bills and expense accounts for payment, maintains and controls leases and contracts, prepares purchase orders, maintains vehicle records and capital equipment inventory control records.

Personnel. The Personnel Unit handles broad personnel and labor relations functions including processing all department payrolls and personnel actions, maintaining personnel records, providing technical assistance in writing job descriptions and understanding the performance appraisal system, advises staff at all levels on personnel rules and regulations, and administers worker's compensation claims.

(The Finances section financial display includes expenditures of both the Office of the Commissioner and the Administrative Services Division.)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	413,255	410,812	2,443			
Health Benefits	20,115	20,014	101			
Retirement	73,372	72,949	423			
Other Fringe Benefits	1,545	1,515	30			
Computer Services—State	893	893				
Other Contractual Service	150,284	86,355	6,808			57,121
Rents	10,593	7,576				3,017
Commodities	36,142	36,047	7			88
Grants—Subsidies—Pensions	421,585	8,918	365,417			47,250
Equipment	833	833				
Interest—Debt Retirement	249	249				
Transfers to Other Funds	103,158		100,483			2,675
TOTAL EXPENDITURES	1,232,024	646,161	475,712			110,151

MAINE AGRICULTURAL BARGAINING BOARD

JOHN R. HANSON, Chairman

Central Office: Deering Bldg., (AMHI), Augusta *Telephone:* 289-3871
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1973 *Sunset Termination Starting by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 020; *Citation:* 13 M.R.S.A., 1956

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Agricultural Marketing and Bargaining Act authorizes producers of agricultural products to form organizations for the purpose of bargaining with handlers of those products with respect to price and other terms and conditions of their sale. The Act provides for the certification of those producer organizations which meet the statutory criteria for qualification and requires qualified associations and handlers to bargain in good faith. When an association and a handler cannot reach agreement, the statute provides for non-binding final offer arbitration.

ORGANIZATION: The Agricultural Marketing and Bargaining Act was first enacted in 1973 by the 106th Legislature. The Act established the Agricultural Bargaining Board, made up of five members appointed by the Governor. One member represents the interests of producers, one member represents the interests of handlers, and three are public members.

PROGRAM: From the enactment of the statute in 1973 until 1984 only one organization was certified, representing producers of potatoes used for processing. In 1984, the Board certified an organization representing producers of poultry. The poultry handlers subsequently filed suit against the Board, alleging procedural error and the unconstitutionality of one provision of the statute. In December 1985, the Superior Court upheld the Board on the procedural allegations but found the statutory section to be unconstitutional. The case is presently before the Maine Supreme Court on cross-appeals by the handler and the Board. Also in 1985, the Board recertified the organization that had previously been certified to represent producers of processing potatoes and certified that organization to represent producers of peas for processing. The Board held a hearing on the allegation of the association of poultry growers that the handler refused to bargain and decided that the allegation was not supported by the evidence.

The Second Regular Session of the 112th Legislature amended the provisions of the Agricultural Marketing and Bargaining Act covering annual recertification and extended the arbitration provisions, previously available only to associations and handlers of potatoes, to all agricultural products. Discussions with the Legislature's Joint Standing Committee on Agriculture led to the formation of a Working Group of interested persons to discuss various concerns with the statute and to formulate ways to make it more workable and more effective.

LICENSES, PERMITS, ETC.:

Certification of qualified associations.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Administrative Services Division.

ANIMAL WELFARE BOARD

CLYDE F. LeCLAIR, EXECUTIVE DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3846
toll-free 800-462-3202 (in-state only)
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 021; *Citation:* 17 M.R.S.A., Sect. 1051-A
Average Count—All Positions: 24 *Legislative Count:* 4

PURPOSE: The Animal Welfare Board is authorized to enforce both criminal and civil statutes regarding the humane treatment of domesticated and wild animals, including agricultural livestock. Its staff of full and part-time humane agents investigates complaints of cruelty to animals, bringing charges and prosecuting such cases in court when necessary. The Board's agents may also seek civil seizure orders from the court, by which they are authorized to take animals into custody. **Part-time agents are appointed on a geographic basis** to supplement the activities of the full-time agents throughout the state. The 3 District Agents (full-time) cover the Southern District which includes York and Cumberland Counties, Central District including 7 counties and the Northern District which includes 7 counties. Fourteen part-time Agents are supervised by the District Agents with overall division supervision/administration coordinated through the Executive Director.

The Board is responsible for the state's dog licensing program, which is operated jointly with the municipalities, and for the inspection and approval of local shelters for stray and abandoned dogs. The Board's humane agents inspect pet shops and boarding kennels, which are licensed by the Board.

The Board is authorized to adopt rules relevant to the discharge of its duties.

ORGANIZATION: The position of State Humane Agent was authorized by the Legislature in 1921 to enforce the State's "Cruelty to Animals" laws. Persons desiring to be Agents, upon approval, were licensed for four years by the Governor and Council. In 1973, the Legislature created the Division of Animal Welfare in the Department of Agriculture, effective January 1, 1974, and gave the Commissioner of Agriculture authority to administer all cruelty to animals statutes, and to appoint Humane Agents as either full-time or part-time unclassified personnel of the State.

The Legislature further provided for four full-time positions: Division Director, two District Agents to serve the field, and an office secretary. Only the secretarial position was filled during FY 74. The complete staff was brought up to strength in FY 75.

In line with the additional responsibilities assigned to the Division by the Agricultural Development Act of 1980, the staff was authorized an increase of two positions, one (1) secretarial and one (1) district humane agent position.

With the advent of the Animal Welfare Board, the Division of Animal Welfare was repealed (together with the Animal Welfare Advisory Board). The Division's full-time staff became staff to the Board, with the Division Director becoming the Board's Executive Director. All part-time agents serving at the time became appointees of the Board.

Legislation creating the Animal Welfare Board (P.L. 1983, c. 308) became effective on March 1, 1984. The Board exercises the enforcement authority formerly held by the Division of Animal Welfare. The Department of Agriculture, Food and Rural Resources, within which the Board is located, is authorized to carry out the related administrative responsibilities and functions. By statute, the Board's membership is comprised of four representatives of agricultural organizations, four representatives of humane societies, a veterinarian and the Commissioner of Agriculture, Food and Rural Resources or his designee.

THE ANIMAL WELFARE BOARD MEETS THE 2ND TUESDAY OF EACH MONTH. (MEETING PLACE DESIGNATED IN PUBLIC ADVERTISEMENT).

PROGRAM: During FY 87, the Animal Welfare Board staff investigated in excess of 1,600 cases of reported cruelty to animals matters. The investigations performed by full-time agents and part-time personnel resulted in approximately 50 cases being referred to either the office of the Attorney General, in civil cases, and/or to the District Attorney in the jurisdiction involved.

Staff responsibility includes the inspection and licensing of 56 Animal Shelters, 132 Boarding Kennels and 55 Pet Shops.

The Animal Welfare Board staff reviews and authorizes Drug Enforcement Administration permits for the purchase of barbiturates and paraphenelia used in the euthanasia of dogs and cats.

Euthanasia practices at shelters certified by the Animal Welfare Board continued to be monitored to ensure compliance with accepted practices including lethal injection, as opposed to gunshot, which is confined to emergency situations only.

Dog Licensing Administration became a responsibility of the Animal Welfare Board resulting from the Agricultural Development Act of 1980. Funding from dog licensing is utilized in administering the dog licensing statutes, inspections noted above and the purchase and provision of necessary materials provided to in excess of 500 municipalities and unorganized territories throughout the State.

New Initiatives During FY 1987

Recodification and Reform of the Animal Welfare Laws were completed after a year long effort on the part of the board, staff, and law firm which was under contract to assist in the project.

The broad ranging realignment of existing law and the structuring of new laws and rules will lend a new credence to the board's ability in enforcing the Animal Welfare Laws in Maine.

Public Education:	Staff is developing a public information strategy that will familiarize animal welfare interests, enforcement agencies and citizens at large on the newly adopted laws/regulations relating to enforcement and compliance with new initiatives.
Training:	Formalized training of existing and new staff personnel is ongoing. Loss of full-time agents during past year and the recruiting of new staff accelerates this need. Staff will be developing regional training sessions for municipal animal control officers, shelter managers and town and city clerks in interpreting applicable laws.
Answering Service:	The Animal Welfare Board office is open from 8:00 a.m. to 5:00 p.m. daily Monday through Friday (except holidays). An electronic answering service is available at all other times to accept calls/complaints on the toll-free WATS line only. Messages are monitored and return calls made and/or complaints investigated.
Records/Reports:	Licensing experience at the local level will be computerized in enhancing retrievability of information with internal records upgraded to track animal welfare related issues. This process will refine our service delivery system overall and generally strengthen animal protection capabilities statewide.

LICENSES, PERMITS, ETC.:

Certificate of Approval (drug administration)
Animal Pulling Contest Permit
State Approved Certificate issued to Animal Shelters
Licenses issued to pet shops and boarding kennels
Dog license (tags and forms supplied to municipalities)
Kennel Tags
Spay-Neuter Certificates
Rabies Certificates

PUBLICATIONS:

State of Maine—Animal Welfare Laws/Regulations (free)
Animal Welfare Newsletter (published 3 times a year—free)
Standards for Treatment of Animals in Schools (contained in laws relating to Animal Welfare)
Brochures relating to Animal Care (free)
Cards/Posters re leaving animals in closed vehicles during warm weather (free)
Posters identifying procedure for reporting abuse/neglect of animals (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ANIMAL WELFARE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	160,247	113,866	46,381			
Health Benefits	6,830	4,512	2,318			
Retirement	23,970	16,228	7,742			
Other Fringe Benefits	1,189	1,046	143			
Computer Services—State	282		282			
Other Contractual Service	187,759	33,484	154,275			
Rents	4,707	222	4,485			
Commodities	17,825	397	17,428			
Grants—Subsidies—Pensions	1,850		1,850			
TOTAL EXPENDITURES	404,659	169,755	234,904			

MAINE DAIRY AND NUTRITION COUNCIL

ADRIAN WADSWORTH, CHAIRMAN
WAYNE L. THURSTON, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta *Telephone:* 289-3621
Mail Address: Statehouse Sta. #97, Augusta, Maine 04333
Established: January 1, 1975 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 016; *Citation:* 36 M.R.S.A., Sect. 4523
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Dairy and Nutrition Council was established to develop a statewide program of nutritional education in food selection and use, to teach consumers what to eat and why, and to aid in the training of professionals in the science of nutrition. The Council's primary responsibility is to evaluate, recommend and supervise a course of action that will promote the welfare of the Maine dairy industry, particularly that segment of the industry doing business primarily within the State. The Legislature finds that the optimal health of the citizens of the State of Maine may be more fully achieved by providing guidance in nutrition and nutrition education based on the concept of a balanced diet, including milk and its products in accordance with scientific recommendations, and that the interests of all the people of Maine will be protected by strengthening and preserving the dairy industry of this State.

ORGANIZATION: The Maine Dairy and Nutrition Council was originally established in 1949 under the name of Maine Milk Advisory Committee, and funded at the rate of 1 cent per cwt, shared by Maine milk dealers and producers shipping on the Maine market. Promotion functions were then under supervision of the Maine Development Commission. In 1951, the Advisory Committee was renamed the Maine Dairy Council Committee, its cwt fees for nutritional education activities were increased to 2 cents in 1953; Maine Development supervision of promotion activities was repealed in 1955, and in 1969 cwt fees for promotion were increased to 3 cents. The Committee was incorporated within the Department of Agriculture in 1969, with the Commissioner of Agriculture being delegated responsibility for employing Committee personnel and prescribing their duties. In 1975 the Maine Dairy Council was renamed the Maine Dairy and Nutrition Council.

The 111th Legislature enacted a law that leaves dealer contributions unchanged, but adds assessments from the milk shipped to Boston to the revenues starting on 1 June 84. On 1 June 85, the assessment became 2 cents per hundredweight of milk, regardless of market. The dairymen have a single assessment for Dairy Promotion paid from the Milk Pool, and the Maine Dairy and Nutrition Council is funded from that same assessment.

The law provides for Council appointments along marketing lines and limits the length of service of dairymen appointed.

Professional staff for the Council is comprised of two nutritionists supervised by the Director. Overall supervision is provided by the Director of the Bureau of Agricultural Marketing.

PROGRAM: The Maine Dairy and Nutrition Council is concerned with state-wide nutrition education in food selection and use. A program for training teachers through a series of workshops is highly effective and has been continually expanded to include various other segments of the society such as Extension Aides, Head Start Cooks and staff, Practical Nurses, health department personnel, and community leaders. These leaders can then go back to their community and teach civic groups. The minimum amount of teacher training is set at four hours with a limit of 20 participants per staff nutritionist.

During the sessions the Dairy and Nutrition Council nutritionists build a background in nutrition for the teacher and an understanding of the behavioral approach to education. These two subjects are then correlated along with Dairy Council teaching tools into learning experiences. Teachers are then able to incorporate nutrition into lessons such as science or social studies. Through these creative classroom activities the students learn how to choose and eat balanced meals each day.

In addition to various workshops, the Dairy and Nutrition Council provides nutritional and educational materials to doctors, dentists, dietitians, home economists, nutritionists, nurses, health educators and others in the State interested in nutrition and nutrition education. It also provides a free film library service. The Dairy and Nutrition Council exhibits at several state functions such as conventions of the Maine Medical Association, Maine Home Economists, Maine Nurses, and the Maine Teachers Association as well as Farm Days, Maine Agriculture Trades Show and several smaller community functions. Materials and programs used by the Maine Dairy and Nutrition Council have been developed by the National Dairy Council in Chicago, Ill., and have been reviewed and/or approved by such organizations as the American Dental Association, American Medical Association and American Dietetic Association.

As a unit affiliated with the National Dairy Council, the Maine Dairy and Nutrition Council has at its disposal a resource in the nutrition needs of men, women and children. It uses this information to contribute to the optimal health and well-being of citizens of Maine.

In 1978 a new Nutrition Program called *Food: Your Choice* was introduced to the teachers in Maine elementary schools. This is a complete curriculum developed by National Dairy Council for teaching basic nutrition to elementary students in grades Kindergarten through 6. Response to this program has been excellent not only in Maine, but across the country. Encouraged by the success of this elementary program, a program has now been further developed and extended to include grades 7 thru 12.

In January, 1980, a new curriculum entitled, FOOD: EARLY CHOICES was developed for preschool age children and is already being used extensively by Headstart and Day Care Centers here in Maine.

In 1981 another new curriculum entitled TASTE...YOUR CHOICE was developed for school food service managers. It is designed to support and enhance the school's nutrition education efforts.

PUBLICATIONS: Catalog and Order blank listing all available materials with a brief description of each. (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY AND NUTRITION COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	89,491		89,491			
Health Benefits	3,767		3,767			
Retirement	14,931		14,931			
Other Fringe Benefits	304		304			
Other Contractual Service	19,584		19,584			
Rents	1,575		1,575			
Commodities	36,833		36,833			
Grants—Subsidies—Pensions	7,178		7,178			
Transfers to Other Funds	5,239		5,239			
TOTAL EXPENDITURES	178,902		178,902			

MAINE DAIRY PROMOTION BOARD

PRISCILLA ROWBOTHAM, CHAIR
WAYNE L. THURSTON, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta *Telephone:* 289-3621
Mail Address: Statehouse Sta. #97, Augusta, Maine 04333

Established: 1953 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 024; *Citation:* 36 M.R.S.A., Sect. 4503

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Dairy Promotion Board was established to promote the prosperity and welfare of the dairy industry of the State of Maine by fostering promotional, educational, advertising and research programs. The Board is charged with the responsibility of a promotional and advertising campaign designed to increase the consumption of Maine fluid milk, thereby improving the ratio of Class I to Class II milk marketed by the Maine dairy farmer. This, in effect, increases the blend price actually received by the dairyman without increasing the price of milk to the consumer. Further, the Board may take whatever action it deems appropriate to promote the dairy industry of the State of Maine.

ORGANIZATION: Established in 1953, the Maine Milk Tax Committee statutes have been amended from time to time to increase the fees paid by dairy farmers in order to more adequately finance a strong promotional program for Maine-produced milk. As a result of a reorganization act passed by the 105th Legislature, the Committee was incorporated within the Department of Agriculture, with the Commissioner of Agriculture being delegated the responsibility for developing operating budgets and of hiring necessary personnel to administer the program.

Dairy farmer assessment for promotion is established at $.10/cwt., of which $.02/cwt. is turned over to the Maine Dairy and Nutrition Council. This amount comes out of the $.15/cwt. assessment established by Federal law.

PROGRAM: The Maine Dairy Promotion Board, in conjunction with ADA, of which it is an affiliated member, implemented a promotion and advertising program on behalf of the dairy farmers of Maine.

Television was considered the most cost effective media for promoting the use of milk by consumers. Therefore, the major part of its advertising budget was devoted to this media supplemented by radio and print.

The Advertising program was supplemented by several special promotions designed to call attention to the dairy industry and to encourage the consumption of milk and dairy products.

In-Store Merchandising. Point of purchase materials were professionally placed in 195 major Maine supermarkets. Two separate promotions were run in January and June. The in-store campaigns received constant praise from chain stores as being the finest of its kind.

Print advertising for non-brand milk promotion is considered as the least effective media and, therefore, has been used only for the promotion of special merchandising support. For such support, all of Maine's daily newspapers plus the Grange Herald and the Maine Grocers Bulletin were used.

In addition to the preceding and for the benefit of those Maine producers selling milk on the Boston Regional Market, the Maine Dairy Promotion Board contracts with the Milk Promotion Services, Inc., located in Montpelier, Vermont, to carry out a similar promotional program in that marketing area.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY PROMOTION BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	39,010		39,010			
Health Benefits	1,643		1,643			
Retirement	5,899		5,899			
Other Fringe Benefits	127		127			
Other Contractual Service	195,098		195,098			
Rents	1,500		1,500			
Commodities	18,778		18,778			
Grants—Subsidies—Pensions	273,985		273,985			
Transfers to Other Funds	47		47			
TOTAL EXPENDITURES	536,087		536,087			

STATE HARNESS RACING COMMISSION

GEORGE McHALE, CHAIRMAN
THOMAS WEBSTER, Executive Director

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3221
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: April 4, 1935 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 017; *Citation:* 8 M.R.S.A., Sect. 261

Average Count—All Positions: 5 *Legislative Count:* 6

PURPOSE: The State Harness Racing Commission was established to maintain honesty and integrity in pari-mutuel harness racing in the State of Maine and to insure that pari-mutuel racing is conducted in the best interest of horsemen, associations and the general public. The primar responsibilities of the Commission are to make rules and regulations for holding, conducting and operating all harness horse races or meets for public exhibition in the State and for the operation of race tracks on which any such race or meet is held; to assign dates for holding harness horse races or meets for public exhibition with pari-mutuel pools as will best serve the interests of the agricultural associations of Maine; to grant tracks a license to operate day or night harness racing; to license or register participants in harness horse racing pari-mutuel employees and race officials, upon application, and charge a fee for such license not to exceed $10; to regulate, supervise and check the making of pari-mutuel pools and the distribution therefrom; to establish a schedule of fines not to exceed $100 or suspension not to exceed 20 days for minor violations of the Rules of Racing as adopted by the Commission; and to encourage and promote the breeding of a strain of Maine standard bred horse.

ORGANIZATION: The State Harness Racing Commission was established in 1935 as the State Racing Commission. It received its present name in 1951, and in 1973 was placed within the Department of Agriculture. The Commission consists of five members appointed by the Governor, for terms of three years. No more than three members may be of the same political party but both major political parties shall be represented on the Commission. One member must, in some capacity, be connected with agricultural societies which operate pari-mutuel racing. So far as practicable, all members must be interested in the establishment and development of a Maine breed of standard bred horses. The Commission elects a chairman from its membership. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

PROGRAM: Major emphasis has been directed toward over-all improvement of the sport and promotion of a breed of Maine Standard Bred horses. The Commission feels improvement of the breed, and a desire of persons in other areas to breed to Maine studs will guarantee future State incomes from this source, a healthy expanding industry, and encourages involvement of youth in horse ownership, breeding and care.

Drug control programs are a continuing effort, to eliminate as nearly as possible drug use on race horses within the State.

The Colt program received additional funding by the 108th Legislature. The Commission was authorized to pay an amount equal to 1½% of the multiple or exotic wager into a fund to supplement purses for two and three year old eligible colts. Together with nomination, sustaining, starting and other various fees, purses for the Colt races exceed $300,000 annually.

LICENSES, PERMITS, ETC.:

License:
- Standard Bred Horse Owners
- Drivers/Trainers Standard Bred Horses
- Various Pari-Mutuel Racing Officials
- Pari-Mutuel Racing Association—
  Fairs or Extended Meets
- Grooms of Standard Breed Horses

PUBLICATIONS: Rules and Regulations of the Maine State Harness Racing Commission, Free

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE HARNESS RACING COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	182,051	182,051				
Health Benefits	7,711	7,711				
Retirement	31,314	31,314				
Other Fringe Benefits	548	548				
Other Contractual Service	142,877	125,804	17,073			
Rents	4,675	4,575	100			
Commodities	4,928	4,733	195			
Grants—Subsidies—Pensions	843,672		843,672			
Transfers to Other Funds	843		843			
TOTAL EXPENDITURES	1,218,619	356,736	861,883			

(OFFICE OF) STATE HORTICULTURIST

JOSEPH W. SCOTT, STATE HORTICULTURIST

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1907 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 010; *Citation:* 7 M.R.S.A., Sect. 2201

Average Count—All Positions: 5 *Legislative Count:* 5

PURPOSE: The State Horticulturist has responsibility for implementation of plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement. Additionally, the State Horticulturist administers the bee inspection and licensing program.

ORGANIZATION: A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the Office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry and is responsible to the Director of that Division. The Bureau of Horticulture as an organizational unit was abolished in 1972.

Professional staff in this office includes the State Horticulturist, two Assistant Horticulturists and the State Apiarist, under the direct supervision of the Director of the Division of Plant Industry. Overall supervision is provided by the Director of the Bureau of Agricultural Production.

PROGRAM: Nursery and greenhouse inspections, and periodical inspection and licensing of all plant sales outlets are major responsibilities of this office. Under the 1980 reorganization of the Department the horticulture staff was authorized to carry out developmental and extension activities.

Bee inspection and licensing of beekeepers are handled by a full-time bee inspector who is able to examine a cross section of the bee colonies in the State annually. Furthermore, Division personnel are often called upon to work with plant and garden societies, judge at fairs, attend executive meetings of commodity associations and answer many calls from the general public about plant diseases and problems.

In addition, under the direction of the Division Director, the State Horticulturist serves as Maine's representative to the Eastern Plant Board.

LICENSES, PERMITS, ETC.:

- License:
  - Nurseryman
  - Beekeepers
- Certificate:
  - Phytosanitary
  - Health Certificates for Honeybees
- Permit:
  - Maine (intra- and interstate) Plants
  - Maine (interstate) Honeybees

PUBLICATIONS:

List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
List of Registered Beekeepers—annual (free)
The Maine Leaf—six copies per year (free)
Floral Emblem of Maine (free)
The Plant Kingdom (free)
Plant Conservation List for the State of Maine (free)
Nature of Weeds (free)
Survey of Ornamental Horticulture in Maine (free)
Honey Bee Diseases and Pests (free)
Miscellaneous Honey Bee Information Sheets (free)

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Agricultural Production.

MAINE POTATO BOARD

RICHARD C. KNEELAND, PRESIDENT
ELLIOTT WIMBERLY, Executive Director

Central Office: 744 Main St., Presque Isle *Telephone:* 769-5061
Mail Address: 744 Main St., Room 9, Presque Isle, Maine 04769
Established: August 1, 1986 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 330; *Citation:* 36 M.R.S.A., Sect. 4603
Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: The Maine Potato Board was established to provide for the advancement of the Maine potato industry in the public interest and for the public good, under the auspices of a state agency. Under the Board, all elements of the Maine potato industry are represented and work together under the leadership of a unified, public board to solve the problems facing the industry.

ORGANIZATION: The Board is an eleven-member group, serving two-year terms, representing grower, processor and shipper elements of the industry. The Board selects a president and vice-president from its members, and appoints an Executive Director to administer programs and policies established by the Board.

PROGRAM: Potato tax revenue for the 12-month period ending June 30, 1987 was $840,578.38. Maine growers harvested 84,000 acres, producing 21,000,000 hundredweight of potatoes, the lowest production in many years. The planted acreage was composed of 68% round whites and 32% Russet-type potatoes. Approximately 27,000 acres were entered for seed certification.

The tax revenues of the Maine Potato Board in 1986-87 were used as follows:

Administration (Board)	16%
Advertising/Marketing	43%
Research	23%
Other Grants	6%
Other	12%

Promotional Events: The Board was represented with an exhibit at trade shows in San Antonio, Texas (Produce Marketing Association); Orlando, Florida (the United Fresh Fruit & Vegetable Assn.); Boston, Mass. (Northeast Food Service Show); and several other major shows closer to home.

Research Programs: The Maine Potato Board financed research through the Maine Agricultural Experiment Station, the Cooperative Extension Service, and the Maine Seed Potato Board. Again this year the greatest amount of research money was directed toward a Maine potato variety breeding program. Irrigation is of continued interest and is an on-going research item. Several smaller items also benefit from Maine Potato Board research grants.

Other Activities: A great deal of time was spent in the physical re-organization of the Board, which entailed meetings and elections by the assemblies, the executive councils and the Board itself. The Maine Potato Board is now acting as the spokesman for the industry and concerning itself with functions performed by the agencies which were dissolved.

PUBLICATIONS:

Maine Potato Recipe booklets (printed—free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE POTATO BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	73,398		73,398			
Health Benefits	3,653		3,653			
Retirement	12,911		12,911			
Other Fringe Benefits	204		204			
Computer Services—State	531		531			
Other Contractual Service	298,780		298,780			
Rents	10,351		10,351			
Commodities	9,718		9,718			
Grants—Subsidies—Pensions	240,103		240,103			
Equipment	13,950		13,950			
Transfers to Other Funds	62,416		62,416			
TOTAL EXPENDITURES	726,015		726,015			

DIVISION OF MARKET DEVELOPMENT

JOHN K. JONES, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001D; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 10 *Legislative Count:* 9.5

PURPOSE: The purpose of the Division of Market Development is to develop new and expanded markets for Maine agricultural products and resources. This division is responsible for implementing those policies of the Bureau of Agricultural Marketing which concern market development; collecting and disseminating market information in order to find optimal market structures and to enhance the competitive position of Maine growers. Promotional activities to further Maine agricultural interests statewide, regionally, nationally, and internationally are also the responsibilities of the division.

ORGANIZATION: The Division Director supervises professional staff comprised of three Marketing Specialists.

PROGRAM:

Direct Marketing involves the sale of agricultural products through a direct transaction between producers or producer cooperatives, and consumers. It offers the potential for supplying fresh and reasonably priced quality food to consumers while providing more profitable returns to farmers, and encouraging local production. The division facilitates direct marketing by assisting farmers in the formation and operation of farmers' markets and marketing cooperatives, and by printing and distributing the "Farmer to Consumer" directory, a means of bringing farmers and food buyers together. The division also offers technical assistance to producers interested in direct marketing.

The **Market Service** program provides farmers, governmental agencies, businesses and consumers with information related to agricultural production and marketing in Maine and, to a more limited extent, New England, the United States and foreign market areas. The division gathers and disseminates state-wide commodity information reports on crop conditions and progress during the summer growing months, and publishes annual productions data. Weekly commodity price information is reported to the news media. The Division and the USDA cooperatively fund a Market News Office in Presque Isle which issues a daily potato bulletin during the potato shipping season. The Division participates in the USDA's Trade Opportunity Referral System and Export Briefs program which provide export leads for Maine growers, processors and shippers.

A number of activities are directed at the **Promotion** of Maine agricultural interests. The "Maine Produces" campaign is intended to promote the support of Maine agriculture, give new visibility to Maine's agricultural industries, and create increased demand for Maine-grown products. This effort has included development of a Maine agricultural symbol. Through the use of posters, buttons, bumper stickers, brochures, public service announcements, and other devices, the logo has become a familiar symbol enabling buyers to readily identify and purchase Maine products. The Division also makes use of special events to increase public awareness of Maine products. Promotion of Maine agriculture through participation in trade shows and expositions has become a long standing function of the Division. The Division of Market Development manages the Maine Agricultural Trades Show and displays Maine agricultural products at the Eastern States Exposition held annually in West Springfield, Massachusetts. Promotional assistance is also available to commodity production organizations for such events as the Maine Broiler Festival, Central Maine Egg Festival, Farm Days, Dairy Show, Blueberry Festival, National Apple Week, etc.

The Division promotes the **Export** of Maine agricultural products through membership in the Eastern United States Agricultural Food and Export Council, Inc. (EUSAFEC), headquartered in the World Trade Center, New York City. EUSAFEC sponsors international trade shows, informs members of trades shows and exchanges sponsored by other countries, provides technical assistance to businesses interested in expanding to foreign markets, and generally supplies expertise to the Division in matters related to foreign trade.

LICENSES, PERMITS, ETC.:

The Division of Market Development licenses use of the copyrighted "Maine Produces" symbol to identify fresh or processed agricultural products in the State of Maine.

PUBLICATIONS:

Producer to Consumer Directory, a guide to Direct Sources of Maine agricultural products.
Maine Agricultural Products Buyers Guide
Maine Specialty Food Products
Maine Agricultural Fairs

The Division also publishes promotional and informational fliers on maple syrup, blueberries, apples, beans, berries, rabbit, honey, Christmas trees, wool, wreaths and other Maine agricultural products.

All publications are distributed free of charge.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Marketing.

BUREAU OF AGRICULTURAL MARKETING

BERNARD J. ROGAN, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2167
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001M; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Bureau of Agricultural Marketing was created to coordinate, expand and improve the domestic and foreign marketing of Maine agricultural products. The Bureau reestablishes the department's capability for creative market development.

ORGANIZATION: The Bureau has two operating divisions and four marketing agencies reporting to it. These are the Division of Market Development, Division of Quality Assurance, Potato Marketing Committee, Potato Marketing Improvement Committee, Agricultural Bargaining Board, Dairy and Nutrition Council and Dairy Promotion Board.

PROGRAM: The following programs are the specific responsibility of the Director:

Export Promotion: The Bureau aids potential exporters of agricultural and agriculturally related products to find and utilize international markets. For maximum effect it joins other Northeastern states in a regional approach through membership in Eastern United States Agricultural and Food Export Council, Inc. (EUSAFEC).

Marketing Orders: Marketing Orders and Agreements are designed to improve returns to growers through orderly marketing. They are programs through which producers of agricultural products can work together to solve marketing problems that they cannot solve individually. The Bureau holds hearings and referendums on behalf of, and at the request of, producers, producer groups, and processors to determine if specific orders shall become law. Currently, marketing orders exist for fresh wild blueberries, Russet potatoes, apples, broccoli and public hearings for a proposed asparagus marketing order have been held.

Other activities are included separately in the reports of the Bureau's sub-units.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL MARKETING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,189,211	473,817	462,967		252,427	
Health Benefits	66,544	28,124	23,308		15,112	
Retirement	200,483	82,473	77,315		40,695	
Other Fringe Benefits	5,853	2,288	1,304		2,261	
Computer Services—State	266	266				
Other Contractual Service	508,235	338,260	146,454		23,521	
Rents	41,213	30,824	10,389			
Commodities	33,621	26,781	6,586		254	
Grants—Subsidies—Pensions	75,213	23,702	35,511		16,000	
Equipment	16,146	378	15,768			
Interest—Debt Retirement	4	4				
Transfers to Other Funds	79,009	36,000	30,337		12,672	
TOTAL EXPENDITURES	2,215,798	1,042,917	809,939		362,942	

MAINE MILK COMMISSION

CARL SCHWINN, CHAIR
ROBERT K. PLUMMER, Executive Secretary

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3741
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: February 27, 1935 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 015; *Citation:* 7 M.R.S.A., Sect. 2952
Average Count—All Positions: 4.5 *Legislative Count:* 0

PURPOSE: The Maine Milk Commission was established to exercise economic control over the purchasing, distribution and sale of milk within the State while taking into due consideration the public health and welfare and insuring an adequate supply of pure and wholesome milk. The Commission has the power to supervise, regulate and otherwise control the sale of milk within the State in such a manner as to supplement such supervision and regulations as are now imposed by existing statutes. It also has the power to conduct hearings, subpoena and examine under oath dealers with their records, books and accounts, and any other person from whom information may be desired. The Commission may have access to all books and records relating to milk for the purpose of ascertaining facts to enable it to administer the law. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

ORGANIZATION: The Maine Milk Control Law was enacted by the 87th Legislature in 1935. Under the law, a Maine Milk Control Board was created to exercise general economic supervision over the industry. The Board initially was comprised of one milk dealer, one producer-dealer, two producers and the Commissioner of Agriculture. In 1951, a consumer was added to the membership and the agency's name was changed to the Maine Milk Commission.

Effective October 2, 1975, the law was completely amended requiring the Commission to be comprised of 4 consumer members and the Commissioner of Agriculture, ex officio. None of the remaining 4 members of the Commission shall at the time of appointment or while serving as a member of the Commission, and no employee of the Commission, shall have any official business or professional connection with any person or firm whose activities are subject to the jurisdiction of the Commission.

The Commission holds regular meetings on the third Thursday of each calendar month and special meetings may be called by the chairman whenever requested in writing by 2 or more members. The Commission is financed by a hundredweight fee assessment on industry members and receives no State tax monies. It was incorporated into the Department of Agriculture as an agency in the State Government reorganization legislation of 1973.

PROGRAM: In accordance with its statute, as interpreted by the State Supreme Court in two decisions, the Commission established and has in place an ongoing uniform system of accounts for reporting and allocating costs of processing, packaging and distributing milk within the State of Maine. Studies are being conducted to determine the cost of handling milk in retail food stores, cost of the most efficient delivery of packaged product and cost of operating the most efficient processing plant.

The Commission does not set fixed prices but merely establishes minimum prices based on the lowest achievable cost at which milk purchased from Maine producers can be received, processed, packaged and distributed within the State at a just and reasonable return, while insuring an adequate supply of pure and wholesome milk to Maine consumers.

The Commission's price order, Order #87-2 which became effective January, 1985 and was subsequently adjusted to reflect the results of the Superior Court decisions of February 4, 7 and 15, 1985 invalidated the volume delivery pricing schedule adopted by the Commission. The Commission's most recent price order, Order #87-2 became effective January 11, 1987. This order establishes dealer margins and sets minimum wholesale and retail prices based on the lowest achievable costs. Also new to this order was the establishment of butterfat differentials at 2%, 1½%, 1% and skim. The minimum wholesale and retail prices are adjusted monthly based on the latest Class I price as announced by the Market Administrator in Federal Order. Order #87-2 resulted from Commission studies, collection of data and scheduling of extensive rule making hearings in 1986. Order #87-2 is a continuation of the advancement and refinement of the procedure and analysis that went into the two previous pricing orders.

On June 18, 1987, the Commission adopted Order #87-9 which sets new retail margins. This order followed the same thorough procedures of study investigation and hearing that preceded Order #87-2.

By the enactment of P.L. 1983, c. 573, the Maine Legislature created the Maine Milk Pool, intended to "smooth out differences in milk prices" (7 M.R.S.A. Section 3151) paid to milk producers on the Maine and Boston markets. By agreement with the Commissioner of the Department of Agriculture, Food and Rural Resources, the Milk Commission serves as Pool Administrator. Rules governing the Pool's operation and administrative costs were adopted. Just prior to implementation of the Pool Program, its constitutionality was challenged and an injunction against its operation was issued by the Superior Court. The State and supporting intervenors appealed the Superior Court's decision to the Maine Supreme Court which overruled the lower court decision in December, 1984. A subsequent challenge in federal court was also unsuccessful. The Pool became operational in January, 1985 and during the first year of operation had accounted for 650 million lbs. of milk and redistributed 1.2 million dollars to Maine producers at a cost of 37 thousand dollars.

By the enactment of P.L. 1983, c. 484 the Maine Legislature enacted an emergency Destructive Competition Law which becomes effective in the event minimum wholesale or retail prices are not in effect. The Commission has adopted rules to govern the operation of the below cost law.

LICENSES, PERMITS, ETC.:

License:

Maine Milk Dealers and Subdealers

PUBLICATIONS:

Laws Relating to the Maine Milk Commission (free)

Rules and Orders to Effectuate Maine Milk Commission Law (Mimeographed—free)

Hearing Procedures for Maine Milk Commission (Mimeographed—free)

State of Maine Milk Commission Order #87-2. Effective January 11, 1987 (available in Maine Milk Commission Office)

Rules governing operation and administrative costs of the Maine Milk Pool (Mimeographed—free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE MILK COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	102,721		102,721			
Health Benefits	5,760		5,760			
Retirement	17,694		17,694			
Other Fringe Benefits	331		331			
Computer Services—State	53		53			
Other Contractual Service	100,251		100,251			
Rents	5,660		5,660			
Commodities	1,156		1,156			
Grants—Subsidies—Pensions	1,856,833		1,856,833			
Transfers to Other Funds	574,551		574,551			
TOTAL EXPENDITURES	2,665,010		2,665,010			

BOARD OF PESTICIDES CONTROL

VAUGHN HOLYOKE, Ph.D., CHAIRMAN
ROBERT I. BATTEESE, JR., DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2731
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1965 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 026; *Citation:* 7 M.R.S.A., Sect. 601 et seq. and 22 M.R.S.A. Chapter 258-A, Sect. 1471 A-T

Average Count—All Positions: 8 *Legislative Count:* 1.0

PURPOSE: The Board of Pesticides Control was established to protect the public health and safety and the public interest in the soils, water, forests, wildlife, agricultural and other resources of the State by assuring safe, scientific and proper use of chemical pesticides. The primary responsibilities of the Board are to register all pesticide products to be sold and used in Maine; to examine and license all persons involved in commercial application of pesticides and all dealers and private growers involved in the sale or application of restricted use pesticides; to promulgate regulations regarding pesticide use; to issue permits for limited-use pesticides; investigate use of pest control chemicals; to prosecute violations or initiate license-suspension actions; and to cooperate with other agencies in environmental monitoring and protection.

ORGANIZATION: The Board of Pesticides Control was established in 1965, funded in 1969, staffed with a supervisor and secretary in 1970, and in 1973 placed within the Department of Agriculture. In 1981 the Legislature transferred to the Board all the authority of the Commissioner of Agriculture to register pesticides. The original Board was composed of the Commissioners of eight State agencies, but in 1980 the Legislature reconstituted the Board to comprise seven public members appointed by the Governor for a four-year term. Qualifications for three of the members are prescribed by statute to include persons knowledgeable about pesticide use in agriculture, forestry and commercial application, while one person must have a medical background and another be either an agronomist or entomologist at the University of Maine. The remaining two public members are selected to represent different economic or geographic areas of the State. The Board annually elects a chairman from its membership and employs personnel as necessary.

The Board's professional staff is comprised of a Director, Chief of Certification and Enforcement, Pesticides Registrar, and three Pesticides Inspectors. Overall supervision is provided by the Director.

PROGRAM:

Registration. In 1986 the Board registered 4,460 products which represented an 8.2% increase over 1985. The accompanying fees were deposited in the Pesticide Control Fund to cover normal operating costs of the Board and the Department's Integrated Pest Management Program. In addition, these funds were used to continue having hazard assessments conducted on selected pesticides, so that the Board could determine if their registration status needed to be reviewed.

Licensing. The Board certifies and licenses private and commercial pesticide applicators and all dealers selling restricted use pesticides to assure that pesticides used in the state will be handled properly to prevent human or environmental harm. In 1986 there were 2,019 private applicators licensed for a three year period, and 736 commercial applicators and 100 pesticide dealers licensed on an annual basis. During this period, the Board initiated two rulemaking procedures to facilitate licensing of certain types of applicators. Under the new rules, employees of municipalities were exempted from the master applicator requirement. In addition, the experience prerequisites for master licensing in the wood preserving category were waived for a period of three years so that these people who were suddenly required to be licensed could have time to gain the necessary experience.

Monitoring and Enforcement. The Board monitors the sale and applications of pesticides and investigates complaints of misuse. This includes inspection of application equipment, storage and disposal areas; observation of applications; sampling pesticides in use or storage; and sampling pesticide residues on crops, foliage, soil, water or elsewhere in the environment. Violations of the Board's rules are subject to enforcement action, which could include suspension or revocation of applicator or dealer license, and imposition of fines.

The Board continued to expend considerable time and effort in developing a new set of proposed regulations designed to minimize pesticide drift onto sensitive areas. Public hearings were held in March, and the Board anticipates having new rules in effect for the 1988 growing season.

Returnable Pesticide Containers. In 1986 the Board adopted amendments to its returnable pesticide container regulations to increase the efficiency of this program by reducing excessive paperwork. Dealers were no longer required to provide an affidavit at the time of each sale, and applicators returning containers to a collection site completed forms listing only the containers ready for disposal. Over 13,000 cans (an increase of 7% over 1985) were inspected for triple rinsing and the failure rate dropped from 4% to 2%.

Obsolete Pesticide Pickup. On three previous occasions the Board has conducted a collection program to remove and dispose of cancelled or otherwise unuseable pesticides held by homeowners and applicators. Although it currently has a list of persons holding in excess of eight tons of material, the Board was unable to continue the program in 1986 due to lack of funds for this activity.

LICENSES, PERMITS, ETC.:

- License:
  - Commercial Pesticide Applicators
  - Pesticide Dealers
  - Private Pesticide Applicators
  - Government Pesticide Supervisors
  - Monitors / Spotters
  - Spray Contracting Firms
- Permit:
  - Limited-Use Pesticide

PUBLICATIONS:

- Board of Pesticides Control Statutes, Free
- Board of Pesticides Control Regulations, Free
- Maine Pesticide Control Act of 1975, Free

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF PESTICIDES CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	212,963	33,121	113,093		66,749	
Health Benefits	10,688	1,687	5,907		3,094	
Retirement	33,945	5,540	18,529		9,876	
Other Fringe Benefits	945	136	443		366	
Computer Services—State	2,608	25	2,583			
Other Contractual Service	79,521	33,010	24,224		22,287	
Rents	7,932	6,257	1,675			
Commodities	5,562	3,563	1,999			
Grants—Subsidies—Pensions	10,000	10,000				
Equipment	1,356		1,356			
Transfers to Other Funds	582		338		244	
TOTAL EXPENDITURES	366,102	93,339	170,147		102,616	

DIVISION OF PLANT INDUSTRY

TERRY L. BOURGOIN, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1919 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001C; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 37.5 *Legislative Count:* 5.5
Organizational Units:
(Office of) State Horticulturist

PURPOSE: The Division of Plant Industry was established to protect the public from hazards associated with the sale, transport or growing of weak, diseased or insect-infested commercial plant stock, fruits or seed; and to encourage the keeping of bees. Its primary responsibilities are to enforce the statutes relating to the certification of seed potatoes; to ensure an adequate supply of foundation seed potatoes to the state's commercial seed potato producers; to inspect nurseries, orchards, fields and gardens; and to license beekeepers and inspect their hives. The Division enforces regulations dealing with quarantine procedures, seizure, disinfection, destruction or other disposition of any plant material or bees carrying disease or insect infestation.

ORGANIZATION: The Division of Plant Industry was established in 1919. In the early years, the Division was greatly involved in insect control having to do with the corn borer, gypsy moth, browntail moth, Japanese beetle, and greenhead fly. As these functions were assumed by others, the emphasis of the Division shifted to work with commercial seed potato growers, nurserymen, orchardists, florists, bee keepers, small fruit and vegetable growers.

A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry. The Bureau of Horticulture as an organizational unit was abolished in 1972.

In 1981 an Entomologist III was added to the Department with the assignment of working on Integrated Pest Management (IPM).

Chapter 731 of Public Laws of 1979 repealed the Statutory reference which created this unit. P.L. 731 also required this division to report to a Bureau Director rather than directly to the Commissioner.

The Division's professional staff is comprised of a state apiarist, state horticulturist and two assistants, entomologist III, ten seed potato inspectors (one inspector also serves as a grain inspector), and one inspector supervisor. Immediate supervision is provided by the Division Director with overall supervision by the Director of the Bureau of Agricultural Production.

PROGRAM:

Seed Potato Certification. A major activity of this Division is the certification of seed potatoes, a self-supporting service paid for through fees charged to seed potato producers. The Maine Seed Potato Certification Program inspected approximately 27,750 acres of potatoes in 1986. This is the lowest acreage inspected since 1941. Of this total, 24,860 acres were certified by 374 seed growers. The Superior was the leading variety in acres certified, followed by Atlantic, Katahdin, Ontario, and Russet Burbank.

The certification staff also inspected approximately 1,200 acres of grain, certifying 1,100 acres. Oats comprised a large majority of this acreage, with buckwheat and winter rye making up the remainder.

Beekeeping. The State Apiarist licensed 700 beekeepers and inspected nearly 3,000 hives for American Foulbrood and Tracheal Mite. Additionally, 10,000 hives of commercial beekeepers (local and out-of-state) hired by blueberry growers for pollination were surveyed for disease and mites.

Integrated Pest Management. The Division's IPM Specialist continued work with vegetable and small fruit growers to optimize their use of agrichemicals. Projects were conducted on biological controls for imported cabbage worm, Colorado potato beetle, asparagus beetle, and spider mites, along with various pest surveys and nusiance control from insect infestations.

The ongoing goal of IPM is more efficient use of pesticides resulting in less total pesticides used overall.

Horticulture. Horticulture activities involved 2,250 inspections and licensing of approximately 455 greenhouses and 94 nurseries.

Division personnel are often called upon to work with plant and garden societies, municipalities, schools, and University personnel, judge at fairs and answer many calls from the general public about plant diseases and problems.

Additionally, under the direction of the Division Director, the State Horticulturist serves as Maine's representative to the Eastern Plant Board. The concern of this body is with the state-federal implementation of plant insect and disease quarantines to protect food and fiber in Maine as well as other states and counties.

LICENSES, PERMITS, ETC.:

- License:
  - Nurseryman
  - Beekeepers
- Certificate:
  - Phytosanitary
  - Certified Seed
  - Health Certificates for Honeybees
- Permit:
  - Maine (intra- and interstate) Plants
  - Maine (interstate) Honeybees

PUBLICATIONS:

- List of Seed Potato Growers—annual (free)
- List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
- List of Registered Beekeepers—annual (free)
- Survey of Ornamental Horticulture in Maine (free)
- The Maine Leaf—monthly (free)
- Plant Conservation List for the State of Maine (free)
- Nature of Weeds (free)
- Honey Bee Diseases and Pests (free)
- Miscellaneous Honey Bee Information Sheets (free)

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Production.

MAINE POTATO QUALITY CONTROL BOARD

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE

Central Office: 744 Main Street, Presque Isle *Telephone:* 764-3413
Mail Address: 744 Main St., Presque Isle, Maine 04769
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 304; *Citation:* 7 M.R.S.A., Sect. 1033
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Potato Quality Control Board's purpose is to improve the quality of Maine potatoes; adopt grades for potatoes and identification to be used on consumer packs of potatoes packed in Maine bags; to hear and resolve grievances regarding inspections; and to adopt a fee schedule for inspection of potatoes packed in Maine bags.

ORGANIZATION: The board consists of nine members, of whom two are elected by the Maine Potato Board; one a representative of the department, one appointed by the Governor to represent consumers, and an additional five members are elected by the Maine Potato Board, one from District No. 1, one from District No. 3, one from District No. 4, and two from District No. 2. Members serve for staggered 2 year terms.

PROGRAM: The Board established grade standards for potatoes packed in bags readily identifiable as originating in Maine ("Maine Bags"). Those grades are superior to the standard US No. 1 The Board also adopted a uniform bag design and in conjunction with the Maine Potato Commission has promoted that package to the trade.

One objective of Quality Control Board activities is to increase the percentage of potatoes inspected. The Board recommended that the Commissioner establish inspection fees for potatoes in the Federal-State Inspection program at a reduced rate for participants in the Maine Bag Program. The basic fee was set at 12 cents/cwt for track inspections, but participants in the Maine Bag Program were charged only 6 cents/cwt.

The total percentage of tablestock potatoes shipped and meeting the requirements of the Maine Bag Standards amounted to 36% by cwt.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE POTATO QUALITY CONTROL BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	38,448	38,448				
TOTAL EXPENDITURES	38,448	38,448				

SEED POTATO BOARD

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE
TERRY L. BOURGOIN, Secretary

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 014; *Citation:* 7 M.R.S.A., Sect. 2151
Average Count—All Positions: 13 *Legislative Count:* 0

PURPOSE: The Seed Potato Board was established to foster and improve the seed potato industry of the State of Maine. Its primary responsibilities are to produce or cause to be produced through contract or otherwise, such acreages of foundation seed potatoes or varieties as it may determine for distribution and sale to Maine potato growers; to work with and through the Maine Agricultural Experiment Station of the University of Maine in conducting a program of foundation seed potatoes annually; to purchase, own, sell or convey farm real estate and farm equipment as necessary for the purpose of producing acreages of seed potatoes; and to make rules and regulations pertaining to its program of production, distribution and sales of seed potatoes. Proceeds from sales are credited to the operating account of the Board.

An additional function of the Seed Potato Board is the operation of a 70 acre seed farm in the Homestead, Florida area where winter testing of seed potatoes is conducted. A professional roguing service is available to foundation seed potato growers to improve the quality of Maine Seed Potatoes. The Board operates a 7-acre variety and seedling evaluation program for new varieties in Sangerville, Maine.

ORGANIZATION: The Seed Potato Board was organized in April, 1945. It consisted of six members appointed by the Governor from specified areas for terms of three years, and the Commissioner of Agriculture to serve as chairman. A number of changes in the Board's structure have occurred since then. The Commissioner now is the appointing authority and the Board elects its chairman. Membership has been expanded to eight, one of whom must be primarily a tablestock producer and one primarily a processing producer. The Board is authorized to employ a secretary who need not be a member. Traditionally, the Director of the Division of Plant Industry has served as Secretary to the Board.

PROGRAM: In FY 87, the Maine Seed Potato Board sold 17,180 hundredweight (cwt.) of seed to Maine potato growers. Additionally, approximately 4000 cwt. of surplus seed was sold on the tablestock market. All of the seed was derived from the nuclear seed program, which involves laboratory techniques and greenhouse culture to provide the starting material for the Board's crop. This starting material is pathogen-tested by the most sensitive serological tests available to ensure that it is free of injurious diseases which can severely limit the quality of the crop.

Nearly 1,750 samples of seed potatoes were grown at the Board's Florida Farm to evaluate the disease content of seed potatoes produced by Maine farmers. The results of this winter evaluation indicated that 82 percent of the samples had a total virus content of less than 0.5 percent and 99 percent had a total virus content of less than 5.0 percent, demonstrating the overall quality of the Maine seed potato industry.

PUBLICATIONS:

Report of Florida Test on Seed Potatoes—annual (free)
The Maine Seed Potato Board (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SEED POTATO BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	328,543	34,035				294,508
Health Benefits	18,747	1,264				17,483
Retirement	55,226	5,716				49,510
Other Fringe Benefits	1,460	115				1,345
Computer Services—State	825					825
Other Contractual Service	206,048					206,048
Rents	12,178					12,178
Commodities	284,754					284,754
Grants—Subsidies—Pensions	11,468					11,468
Interest—Debt Retirement	145					145
Transfers to Other Funds	196,209	170,000				26,209
TOTAL EXPENDITURES	1,115,603	211,130				904,473

MAINE POTATO MARKETING COMMITTEE

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1953 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 013; *Citation:* 7 M.R.S.A., Sect. 995
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Potato Marketing Committee's purpose is to correlate potato marketing, to provide for uniform grading, to develop new markets, to establish orderly marketing procedures and to eliminate or reduce economic waste in the marketing of potatoes, upon the issuance of a marketing order. Such order is effective only upon approval of two-thirds of Maine's potato producers participating in a referendum for that purpose.

ORGANIZATION: The Committee consists of 8 members, of whom 5 are producers and 3 are handlers. For each member of the Committee there must be an alternate who has the same qualifications as the member. Persons selected as Committee members or alternates to represent producers are individuals who are producers in the respective district for which selected or officers or employees of a corporate producer in that district and such persons shall be residents of the respective district for which selected. Persons selected as Committee members or alternates to represent handlers are individuals who are handlers in the State or officers or employees of a corporate handler in this State and such persons must be residents of the State.

PROGRAM: The Maine Potato Marketing Committee was constituted for the first time since authorization by the establishment of a Maine Russet Potato Marketing Order in August 1979. The Committee's responsibility is limited to the marketing of russet varieties of Maine potatoes.

FINANCES, FISCAL YEAR 1987: This unit did not receive or expend funds in FY 87.

POTATO MARKETING IMPROVEMENT COMMITTEE

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE

Central Office: 744 Main Street, Presque Isle *Telephone:* 764-6119
Mail Address: 744 Main Street, Presque Isle, Maine 04769
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 329; *Citation:* 7 M.R.S.A., Sect. 972
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Potato Market Improvement Committee's purpose is to help stimulate the improvement of the potato industry, to advise the Commissioner on the development and implementation of improved potato marketing systems, particularly storage and central packing facilities, and to advise the commissioner concerning funding and expenditures of the Potato Market Improvement Fund.

ORGANIZATION: The committee consists of 8 members appointed by the Commissioner, of whom one member represents the University of Maine; two members represent the Maine Potato Board; one member represents the Maine Potato Sales Association; one member represents the Farmers Home Administration; one member represents the Farm Credit Service; one member represents the State Development Office; and one member represents the public.

PROGRAM: The Committee's principal responsibility is to advise the Commissioner of Agriculture on the disposition of loan funds made available through the sale of State revenue bonds. Pursuant to the Committee's advice, the Commissioner adopted rules outlining the criteria for loans in four separate areas: sprout inhibition, storage retrofits, facility expansions, and new facility construction.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Department of Agriculture, Food and Rural Resources.

DIVISION OF VETERINARY SERVICES

DAVID F. DINEEN, D.V.M., DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3701
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1919 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001L; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 9 *Legislative Count:* 8

PURPOSE: The purpose of the Division of Veterinary Services is to prevent the introduction and spread of contagious, infectious, and parasitic diseases among poultry and livestock, especially those diseases transmitted to man either directly or indirectly and those of greatest economic importance; to maintain fair and equitable practices in the buying and selling of poultry and livestock and to encourage practices in those transactions which will eliminate diseased and unfit animals; to supervise and maintain the State-Federal Diagnostic Laboratory for disease control purposes; to supervise and maintain the Department of Agriculture Milk Quality Laboratory where milk and milk products are tested as required by the Food and Drug Administration; to evaluate and certify private milk laboratories operating in the State; and to promote animal husbandry in the State.

ORGANIZATION: The Division of Animal Industry was established in 1919 as a unit of the Department of Agriculture. Under the Maine Agricultural Development Act of 1980 the name was changed to Poultry and Livestock in the Bureau of Agricultural Production. In 1985, the Division was renamed as Veterinary Services.

Professional staff is comprised of four Lab Technicians and three Veterinarians supervised by the Division Director. Overall supervision is provided by the Director of the Bureau of Agricultural Production.

PROGRAM: Disease control through education is the Division's objective. Its program is implemented in the following facets.

Control of Livestock and Poultry Diseases. Division of Veterinary Services personnel provide professional and technical direction necessary to control livestock and poultry diseases and supervise veterinarians in surveillance programs to amply protect livestock and poultry. Mandatory Brucellosis vaccination is no longer required for resale or importation into the State. Bovine Leucosis, Anaplasmosis and Bluetongue testing is conducted in the State-Federal Laboratory. Swine herds are surveyed for Brucellosis, African Swine Fever, Hog Cholera, Pseudorabies and Trichinosis. A negative Equine Anemia test is required prior to import.

Maine poultry remains free of Avian Influenza, Salmonella, Pullorum and Paratyphoid. Surveillance of animals for sale in pet shops is conducted.

Milk Quality. The Division provides the services of two veterinarians to assist dairymen in upgrading their production techniques and the quality of milk.

The Division tests and analyzes dairy products, tests milk producers' water samples and certifies commercial and industry milk laboratories and their personnel within the State that are involved in the Interstate Milk Shippers Program.

Agricultural Fairs. Animals at fairs are monitored for the presence of disease and the illegal use of drugs.

Livestock Promotion. The Division provides technical and professional direction to promote animal husbandry in the State, as disease free animals will always be in demand.

LICENSES, PERMITS, ETC.:

- License:
    - Swine Garbage Feeders
    - Livestock & Poultry Dealers
- Permit:
    - Livestock Auction Sales
    - Importation
- Certificate:
    - Veterinary Inspection

PUBLICATIONS:

Suggested Guidelines in Managing Maine's Most Common Infectious and Parasitic Disease of Livestock. (free)

Laws and Regulations Relating to Disease Control of Domestic Animals. (free)

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Production.

DIVISION OF PRODUCTION DEVELOPMENT

JOHN R. HARKER, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta   *Telephone:* 289-7618
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1985

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001N; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 4   *Legislative Count:* 4

PURPOSE: The Division is responsible for acquiring data and information needed to develop effective programs and policies in response to changes affecting agricultural production within the state. The Division also administers or promotes programs and policies to assist the agricultural industry in adopting new agricultural production systems and new technologies and to develop new crops and livestock enterprises.

The Division's responsibilities are to administer and promote the Technology Transfer and Special Research Projects Grant Program; implement the Aroostook Water and Soil Management Program; cooperate with commodity organizations in assessing changes affecting the short- and long-term viability of this industry; operate the Livestock Weighing and Grading Program; develop and implement Livestock Development Programs; and participate in new crop evaluation and development programs (in conjunction with the office of the State Horticulturist).

ORGANIZATION: The Division of Production Development and Veterinary Services were established (pursuant to Chapter 501 PL 1985) in the Bureau of Agricultural Production while the Division of Poultry and Livestock was abolished.

As a result of the reorganization a Director was hired in August, 1986 to administer the programs of the Division and to develop staffing for the Division. The Agricultural Development Agent for the Sheep Development Program was transferred to this Division from the Division of Veterinary Services and the position responsibilities are currently under review and revision. The Animal Industry Specialist position was abolished, and a new position of Animal Development Agent was established with new development responsibilities.

PROGRAM:

Technology Transfer and Special Research Projects Program. A major activity of the Division in 1986 was the administration and promotion of this matching grant program. The goal of the program is to maintain the profitability and competitiveness of agricultural businesses by improving the adoption rate of appropriate new technology. The objectives are to grant monies to test and demonstrate new, appropriate production, storage and processing technology.

The Program Rules were adopted in the spring of 1986 and were revised in the spring of 1987. Division staff established application solicitations, guidelines and formats. An Advisory Committee was established representing the industry, Maine Agricultural Experiment Station, Cooperative Extension Service and Department. Project and Program reviews were held to evaluate progress in program development and recommend changes in implementation.

In 1986 the Commissioner of Agriculture approved 14 projects, granting $53,431. In 1987, 24 projects were approved totalling $91,216.62. The program was able to expand due to the increased interest in the program and the securing of an additional $200,000 from the 'Exxon Fund' to initiate projects in an energy and resource conservation priority area.

Aroostook Water and Soil Management Program. The Division coordinated the development of plans and establishment of legislation to initiate an irrigation-conservation research/demonstration program for Aroostook County Potato Farms. This program will implement an Army Corps of Engineers Study through cooperative agreements with University and other agency research and educational programs. The Division has begun to work on Federal appropriation of funds to implement phase I of the program.

Commodity Planning and Issue Assessment. The Division provides professional expertise to any commodity group or industry organization in organizational and long-range planning. In 1986-87 Division staff cooperated with the Maine State Pomological Society to initiate a long-range planning process and to develop survey and needs assessment documents.

Division staff reviewed rules on the proposed Spray Drift Regulations as an issue affecting crop production and monitored progress of the Bureau's Alar research project grant in order to develop information on Alar residues related to apple production practices.

Livestock Development. The Division's Agricultural Development Agent worked with the Maine Sheep Breeders Association on production projects detailed in The Sheep Development Plan, i.e. assisting in genetic improvement testing (Ram Test), production recordkeeping, and educational programs at Agricultural Fairs.

The Beef Weighing and Grading program was transferred from the Division of Veterinary Services to this Division and the Development Agent continues to provide grading services to beef producers in order to manage and improve the genetics of breeding herds throughout the state. The Division is computerizing the recordkeeping for the program to improve recordkeeping and information transfer back to the beef producers.

The Agricultural Development Agent represents the Division and Bureau to provide staff assistance and liaison on the Executive Committees of the Sheep, Beef and Hog Growers Association.

New Crop Evaluation and Development. The Division Director provided planning and technical assistance to new crop and existing crop development working groups including lupin, barley and small grains, strawberry, raspberry, and grape crops. This work was accomplished in cooperation with University of Maine and industry representatives.

PUBLICATIONS:

Technology Transfer Program—Solicitation, Guidelines and Application—August 1 (free)

1984 Maine Apple Producer Survey—(free)

Maine Apple Forum—Summary of Apple Industry Representative Comments Concerning Problems And Optimism Towards The Next Five Years, 1987 to 1992—(free)

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Agricultural Production.

BUREAU OF AGRICULTURAL PRODUCTION

PETER N. MOSHER, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3701
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1980 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001P; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 17.5 *Legislative Count:* 17.5

PURPOSE: The Bureau of Agricultural Production was established by the Agricultural Development Act of 1980 to provide increased capability for the development of livestock and crop enterprises as well as feed and cover crops, oil crops, and vegetables. To carry out this responsibility, the Bureau has developed programs to prevent, control and eliminate plant and animal diseases; to develop and expand production of the livestock, poultry and plant industries in the State; to encourage improved potato production and promising new field crops; and to generally promote horticulture and animal husbandry.

ORGANIZATION: To conduct and administer its programs, the Bureau is organized into three divisions: the Division of Veterinary Services, the Division of Plant Industry and the Division of Production Development. The Division of Veterinary Services is responsible for the prevention of contagious diseases among domestic animals, and for supervision of the Federal-State disease control laboratory and the milk quality laboratory. The Division of Plant Industry has four major activities: certification of seed potatoes, production of nuclear seed, horticulture programs and crop development. The Division of Production Development is responsible for the Technology Transfer and Special Projects Program, as well as crop and livestock development programs. This new division was staffed and became operational in August, 1986.

PROGRAM: Specific activities and accomplishments of the Bureau are included separately in the reports of its sub-units.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL PRODUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	745,185	407,927	297,099		40,159	
Health Benefits	40,929	19,072	18,936		2,921	
Retirement	127,095	70,289	49,699		7,107	
Other Fringe Benefits	4,505	2,849	1,465		191	
Computer Services—State	1,526	1,526				
Other Contractual Service	177,659	124,863	52,785		11	
Rents	25,494	13,132	12,362			
Commodities	51,936	35,549	16,387			
Grants—Subsidies—Pensions	73,950	73,807	143			
Equipment	36,045	11,373	24,672			
Interest—Debt Retirement	12		12			
Transfers to Other Funds	95,403	75,000	18,262		2,141	
TOTAL EXPENDITURES	1,379,739	835,387	491,822		52,530	

BUREAU OF PUBLIC SERVICES

PETER W. CURRA, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3219
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001S; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Bureau of Public Service was established as part of the Agricultural Development Act of 1980 to consolidate regulatory and consumer protection responsibilities. It administers a number of regulatory programs aimed at protecting the public welfare by ensuring a safe, adequate and economical supply of food; assuring producers and purchasers that they will receive proper grades and weights for foods, feeds, seeds, fertilizers and fuel; and enforcing the labeling laws of the State. In addition, this Bureau administers the returnable container law, and the animal welfare laws.

ORGANIZATION: The Bureau includes the Division of Regulation, the (Office of) Sealer of Weights & Measures, the Animal Welfare Board, and the Maine Milk Commission, all of which report separately in this annual report.

PROGRAM: Specific activities and accomplishments of the Bureau are included separately in the reports of its sub-units.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	707,147	603,562	103,585			
Health Benefits	44,862	38,858	6,004			
Retirement	120,431	102,613	17,818			
Other Fringe Benefits	4,514	4,036	478			
Other Contractual Service	364,422	294,502	69,920			
Rents	252	197	55			
Commodities	26,084	16,505	9,579			
Grants—Subsidies—Pensions	690	210	480			
Equipment	101,051	33,297	67,754			
Transfers to Other Funds	7,208	108	7,100			
TOTAL EXPENDITURES	1,376,661	1,093,888	282,773			

DIVISION OF QUALITY ASSURANCE

DAVID E. GAGNON, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2161
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1917 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001G; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 70 *Legislative Count:* 10

PURPOSE: The Division of Quality Assurance was established to provide a voluntary quality control service for members of Maine's agricultural industries on a fee basis, and to regulate the quality of certain agricultural products not utilizing the voluntary quality control service.

ORGANIZATION: The Division's internal organization is comprised of Produce Inspectors, who work under the supervision of Produce Inspection Supervisors. Overall supervision is provided by the Director. A specific count of professional staff is included in the program description of this Division.

PROGRAM:

Fruit and Vegetable Inspection. The Division of Quality Assurance maintains an office in Presque Isle where 98% of the Shipping Point Inspection program on potatoes is carried out. This office is staffed by a chief potato inspector, two supervisors, one clerk, and 26 shipping point inspectors stationed throughout Aroostook County who inspect potatoes at various loading points. Potatoes are shipped by either trailer trucks or rail cars. This work is done on a request basis by the shippers or packers and is paid for by the same. The Division also has several inspectors in the various processing plants located in Aroostook County, and it uses six inspectors on peas and one on broccoli in Aroostook County during the processing season. The Division has one inspector on apples in the Central and Southern parts of the state. This person checks the various Controlled Atmosphere Storage on apples to make sure they meet the Controlled Atmosphere Law. He also handles all Terminal Market Inspections on fruits and vegetables at the various markets in the state on request by the applicant and is the only licensed grader of live lambs in the state.

Poultry and Egg Grading. The Division has 12 regular graders on the poultry and egg program plus two spare employees, one State Supervisor and one Federal Supervisor. This is a voluntary program in which processing plants pay the USDA for grading service and the State is reimbursed by a Federal Trust Agreement. It is the poultry grader's responsibility to see that all birds below Grade A are removed and only Grade A birds are packed in containers with the proper grade. The egg inspectors check the product after it has been graded and packed to assure the packer that the product meets the grade marked on the container. These programs not only assure the packers of a better product, they guarantee the consumer a better product to purchase at the retail level.

The Division also enforces the Federal Egg Products Act for which the Department is reimbursed by the Federal Government.

Licensing Laws. The Division enforces the Maine Potato Licensing law and Dry Bean Licensing law, requiring all buyers, dealers, brokers, agents and processors (not including retailers) buying Maine potatoes and dry beans (in wholesale or jobbing quantities) to obtain a license.

Quality Assurance. The 111th Legislature provided funds to increase the Division's full-time staff by five inspectors in order to increase enforcement of the so-called Branding Law (7 MRSA Chapters 101 and 103). Inspectors visit wholesale packing operations throughout the state to determine if products being packaged meet certain minimum State or Federal standards. Commodities covered in 1986-87 included apples, dry beans, eggs, maple syrup and potatoes. When violations of the Branding Law are discovered, the product is held for repackaging under supervision. Five violations resulted in court action during 1986-87.

Minimum Standards for Planting—Potatoes. The Division enforces the Minimum Standards for Planting law. This is accomplished by Branding Law inspectors performing audits on forms submitted by growers to certify that certified seed has been planted. The intent of the law is to improve the overall quality of the potato crop by reducing disease content in potato seed.

Objective Yield on Potatoes. Four people are used on this work starting in mid-August and lasting through harvest. These workers are loaned to the U.S. Department of Agriculture Statistical Reporting Service. The salary and expenses for these employees are reimbursed by the USDA.

LICENSES, PERMITS, ETC.:

- License:
  - Users of Blue, White & Red Trademark
  - Providers (of trademark supplies)
  - Potato Dealers
  - Dry Bean Dealer's
- Registration
  - Controlled Atmosphere Apple Storage

PUBLICATIONS:

- Laws relating to Establishing Licensing for the Marketing of Potatoes (Mimeographed—free)
- Laws relating to Establishing Licensing for dry bean dealers (free)

(The following are all mimeographed sheets—free)

- Regulations Pertaining to the Operation of Controlled Atmosphere Storage for Apples
- Requirements for Use of State of Maine Blue, White and Red State Trademark
- Requirements for Use of State of Maine Blue, White and Red Trademark on Maple Syrup
- Maple Regulations
- Maple Standards
- Maine Apple Grading Law
- Maine Potato Branding Law

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Marketing.

DIVISION OF REGULATION

CLAYTON F. DAVIS, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3841
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1919 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001B; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 65 *Legislative Count:* 29

Organizational Units:
(Office of) Sealer of Weights and Measures

PURPOSE: The Division of Regulation was established to ensure a safe and adequate food supply for citizens of the State of Maine and its visitors and to protect the public economically through the proper administration of the State food and weights and measures laws. Its primary responsibilities are to inspect all foods, food processing establishments, dairy farms, stores and other food outlets; to inspect feeds, seeds, fertilizers and hazardous substances and to perform the duties of the State Sealer of Weights and Measures.

The Division is also responsible for the continuing surveillance of the "Returnable Container Law" and bottle redemption centers. Furthermore, it causes to be sampled and analyzed all of the items it inspects. The Division responds to consumer complaints on food items, and analyzes all suspicious products.

AGRICULTURE, FOOD AND RURAL RESOURCES

The Division researches regulations and consumer concerns about new food processing technology and biotechnology influence on food. It is also responsible for assessing evidence received from other agencies, public hearings and industry in order to determine if given levels of carcinogenic properties are potentially harmful to the public food supply.

ORGANIZATION: The Division of Inspections, created in 1919, was renamed Division of Consumer Protection in 1967, with the original designation restored by 1972 State government reorganization legislation. In 1980 the Division received its present name.

The State Sealer of Weights and Measures was first authorized in 1839, and in 1911 the Commissioner of Agriculture was named to serve as the State Sealer.

The Division of Regulation is comprised of professional staff as follows: Supervisor of Seed, Feed and Fertilizer and two inspectors; Supervisor of Consumer Foods with six inspectors and a seasonal blueberry program with 5 inspectors; Supervisor of Weights and Measures, one Metrologist and eight inspectors; Supervisor of Dairy Inspection and four inspectors; two Supervisors of the Sardine Inspection Program and four seasonal inspectors; and Supervisor of Sardine Grader and one grader.

PROGRAM:

Food Program. The program administers and enforces inspection and licensing of retail food stores, home food processing businesses, commercial food processing establishments, food warehouses, mobile food vendors, beverage plants, bottle redemption centers, apple cider plants, bakeries, and maple syrup processing plants. It is also responsible for enforcement of the Returnable Container Law. Inspectors have the responsibility to assist food business in order to insure proper compliance.

Sardine Program. This program insures continual inspection of packing plants during canning operations. Sardines are sampled before and after packing. Finished products are graded in compliance with grading standards established by the industry.

Blueberry Program. The Blueberry Inspection Program is seasonal. Inspectors are responsible for in-plant sanitation and blueberry maggot control.

Dairy Inspection. The program is responsible for the Inter-State Milk Shippers Program and the Pasteurized Milk Ordinance Code. Dairy farms are inspected two times a year and milk processing plants four times a year. Pasteurization equipment is tested and sealed, milk products sampled, farm bulk tanks calibrated and farm calls are made to offer assistance on construction of buildings, installation of equipment and operation of water supplies. Calls are made at plants to offer similar assistance. Licenses are issued to milk dealers in and out of state. Bulk milk handlers and their equipment are inspected to insure proper producer samples. Wholesale frozen dessert (ice cream) manufacturers are inspected and licensed yearly. Producer composite samples are checked to assure proper testing. Two inspectors are FDA Certified Milk Sanitation Rating Officers and milk sampling surveillance officers.

Feed Program. This program includes the regulation of all animal feeds (livestock, poultry, dogs, cats and specialty pets). A product registration and sampling program is maintained to determine any adulteration and/or misbranding of products being distributed in the state.

Seed Program. The seed program is a regulatory program involving the sale and distribution of agricultural, vegetable and tree and shrub seeds. Compliance is maintained through market inspection and seed sample analysis.

Fertilizer Program. The fertilizer program involves the regulatory control of the sale and distribution of plant food products. It maintains a registration and sampling program to determine any adulteration and/or misbranding of products being distributed in the state.

Plant and Soil Amendment Program. The Plant and Soil Amendment Program regulates the sale of plant and soil amendment products through registration and a limited sampling program.

The Division works in cooperation with the Federal Food and Drug Administration on recall of products, and constructively inspects to benefit the industry and the consumer. It responds to consumer complaints regarding food establishments and products, recalls food products, and investigates food product damage incurred in fires, floods, extended power outages or damage in transit. Additionally, under Maine's Branding Law, it inspects potatoes, apples, eggs and maple syrup for compliance with labeling requirements (variety, grade, volume/quantity, size and producer).

LICENSES, PERMITS, ETC.:

- License:
  - Seed
  - Weighmasters
  - Weighing Device Dealers & Repairmen
  - Wood Scaler
  - Milk Dealers
  - Babcock Testers
  - Food Establishment
  - Beverage Plants
  - Wholesale Frozen Dairy Products
  - Redemption Centers
  - Sardine Packers
- Registration:
  - Fertilizer Products
  - Feed Products
  - Plant & Soil Amendment Products
- Certificate:
  - Certificate of Competency
- Permit:
  - Blueberry Processors and Packers

PUBLICATIONS:

- Laws:
  - Feed (free)
  - Food (free)
  - Seed (free)
  - Hazardous Substances Labeling (free)
  - Milk and Frozen Dairy Products (free)
  - Commercial Fertilizer (free)
  - Beverage Containers (free)
  - Plant and Soil Amendment Act (free)
  - Mimeographed rules and regulations pertaining to many of the above laws (free)
  - Consumer Information Bulletins (free)
  - Seed Report (annual) (free)
  - Recognizing Can Defects (free)

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Bureau of Public Services.

DIVISION OF RESOURCE DEVELOPMENT

CHAITANYA YORK, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3511
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1980 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001F; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 5 *Legislative Count:* 5

PURPOSE: The Division of Resource Development was established to respond to the changing economy and structure of agriculture.

The Division's goals during FY '87 were to facilitate effective utilization of natural resources such as waste products and naturally occurring products for agricultural uses as fertilizers or soil conditioners; to develop farm management training programs; to expand public education of and appreciation for the importance of agriculture to Maine society and economy; to encourage efforts to support small scale agriculture; to encourage conservation and development of both conventional and alternative energy; to provide scholarship assistance to children of Maine farmers and woodsmen; to assist in developing farm vacation and bed and breakfast operations; to respond to the needs of farmers by cooperating with other organizations.

ORGANIZATION: The Division is involved in various developmental programs and enjoys the cooperation of numerous groups in completing this work. In addition to a Planning and Research Associate II, numerous volunteers and students periodically work with the Division on various projects. This special staff has included two part-time positions from the Senior Community Service Project.

PROGRAM:

Waste Utilization.

In cooperation with numerous public and private sector groups, the Division facilitated development of a regional demonstration project to test the technical and economic feasibility of larger scale composting of local fisheries wastes and carbon materials for use in agriculture. Division staff were active in organizational development, research design, public relations, and funding acquisition activities. The project is the first of its kind in Northern New England.

Waste Utilization Research.

The Division has participated in an ongoing effort to establish a mechanism and source of funds for sponsoring research into waste utilization issues. In the last year the Division has participated on an Ad Hoc Committee made up of industrial waste generators, municipal officials, state agencies and environmental groups. This committee has developed research priority lists, and proposed administrative and funding mechanisms for establishing a research program.

Other activities included drafting a measure, accepted by DEP, for the use of kiln dust as a liming agent and soil amendment on Maine soils.

Farm Management Course.

The Division oversaw course development and evaluation in cooperation with a planning team including representatives from Cooperative Extension Service, Maine Small Farm Association, Farmers Home Administration, and the Finance Authority of Maine. Based on results from an extensive survey of 1985-86 course participants, the 12 week course was revised and delivered by a farm management consultant at two new sites—Bangor and Portland. Participants varied in site of operation, commodity type, and years of experience ranging from novice small and diversified farmers to experienced "up-scale" potato growers.

Ag In The Classroom.

The Division functioned as staff to the Governor's Task Force on Ag in the Classroom (AITC) which was established to assess the degree to which Maine students were educated regarding the importance of agriculture to our society and economy. A survey of Maine schools indicated that agricultural concepts received only minor emphasis in most Maine curricula.

A Task Force report (the most extensive to date in the U.S.) was completed. Recommendations included organization of teacher training, collection, preparation and distribution of curriculum materials. Establishment of a tax exempt corporation with representatives of agriculture and education was proposed for implementing recommendations.

Staff attended both the regional and national AITC conferences for the purpose of improving local initiatives. Staff also participated on the board of the newly organized New England and New York Consortium engaged in developing materials and programs that single states could not otherwise afford.

The Division played an active role in organization development activities at the Maine Conservation School in Bryant Pond. These activities included funding research, hiring a new director, program review and long range planning.

Small Scale Agriculture.

Representing Maine as Co-chair, this Division, with staff from the Prince Edward Island Department of Agriculture, coordinated activities of the New England and Eastern Canadian

Small Farm Development Council. These activities included a regional needs assessment and report, and a Council meeting hosted by the Maine Department of Agriculture.

The Council adopted a plan of work including a personnel exchange program, development of a farm management training institute, and a regional small and medium scale farms case study.

Sunrise Conference.

In cooperation with the University of Maine College of Agriculture and professors from Bowdoin College and Tufts, the Division sponsored a regional symposium on the critical factors of viability agriculture in October, 1986. The emerging factors are now being studied. Conference proceedings are soon to be published.

Energy Use in Agriculture.

The Division received funding from the Exxon "overcharge funds" to develop a Maine Farms Energy Audit and awarded a contract to a University of Maine research team to develop the audit. The Division continues to oversee this work in cooperation with an advisory committee including representatives from Extension and the Office of Energy Resources.

Farm Vacations.

The Division assisted in organizing the new Maine Farm Vacation and Bed and Breakfast Association. This assistance included organization of training and information exchange sessions for farmers, communication and meetings with the Maine Publicity Bureau and Division of Tourism, and examination of successful U.S. and Canadian programs. With 22 members the Association has actively engaged in promotional activities, an aggressive promotion program which includes nation-wide press releases, publication and distribution of brochures, and posting of association signs.

Scholarship Program.

In 1987, 186 students applied for scholarships, 117 applications were accepted, and 39 scholarships were granted. The Division worked throughout 86-87 to improve the program by developing financial aid forms, revising application procedures, and promoting the program statewide.

Farmers Hotline.

In response to the farm crisis the Division provided staff support for the Farm Information Resource Exchange—a farmer volunteers organization dedicated to assisting farmers in crisis. The first call forwarding farmers hotline in the nation was instituted with an Augusta number and a Presque Isle number. Two highly successful training sessions were held—one at USM at Gorham and one at NMVTI in Presque Isle—to train the network of volunteers that answered calls.

PUBLICATIONS:

Report of Energy Use in Agriculture Task Force
Saving Energy in Rural Maine, or Who is Doing What on The Farm
Maine Small Farm Statistics
Useable Waste Products for the Farm
Agricultural Education in the Classroom: A Resource Guide for Maine Teachers (K-12) and Other Educators
Report of the Governor's Task Force on Ag in the Classroom.
All publications are available free of charge.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural and Rural Resources.

BUREAU OF AGRICULTURAL AND RURAL RESOURCES

ESTHER LACOGNATA, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3511
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001R; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 12 *Legislative Count:* 2

PURPOSE: Since three of the divisions are concerned with some aspect of the natural resource base, it is accurate to represent this Bureau as being primarily concerned with the conservation and sound utilization of the resource base in order to assure sustained agricultural productivity.

The Bureau Director also has responsibility for coordinating the Agricultural Fairs Stipend Fund and for developing programs responsive to the changing needs of agriculture.

ORGANIZATION: The Bureau of Agricultural and Rural Resources includes the Soil and Water Conservation Commission, the Pesticides Control Board, the Harness Racing Commission, and the Division of Resource Development. The specific functions and programs of each are described separately in this report.

PROGRAM:

Agricultural Fairs. The Bureau Director coordinates the conduct of Commissioner's responsibilities at agricultural fairs pertaining to 7MRSA §62-75. Licenses were issued for the next three years in 1986. The Agricultural Fairs Stipend Fund is allocated and sent to fairs in January each year. The disbursement of premiums equity in conduct of events, and improvements to facilities were audited by Department staff. The Bureau Director compiles data on each fair and distributes them at the annual meeting of the Fair Association.

This Bureau provides information to the Bureau of Marketing for their use in promoting agricultural fairs.

The Bureau Director also staffs the Fair Evaluation Commission which is comprised of volunteers knowledgeable in administration of fairs, appointed by the Commissioner to evaluate the quality of agricultural fairs.

Nongovernmental organizational support is provided to the Fairs by the Maine Association of Agricultural Fairs, Muriel Bonin, Executive Secretary. Persons interested in courtesy passes to fairs should contact her at 268-4631.

Agricultural Viability Program. In the Agricultural Viability Act of 1985, the Legislature authorized the Commissioner of Agriculture to establish a pilot agricultural viability program. It is a ground breaking experiment in developing a grassroots program for monitoring and expanding the contribution of agriculture to Maine's economy, simultaneously enhancing agriculture's profitability.

Four regions were selected by the Commissioner: the Saint John Valley; the abutting farming areas of Somerset, Piscataquis and Penobscot Counties; Hancock and Washington Counties; and 13 towns along the Little Androscoggin, the Androscoggin and the Sandy Rivers in Oxford, Androscoggin and Franklin Counties. While each region has structured and staffed its project in its own way, all have completed an assessment phase in which they have inventoried their agricultural resources. Using survey instruments and public and kitchen table meetings, they have identified what they perceive to be the problems and constraints to a profitable agriculture in their regions as well as some opportunities for improving the situation. They have finished their reports, which include recommendations to the State for the redirection of some programs and policies as well as a long list of local initiatives which they can undertake on their own. Local initiatives, and the opportunity for local initiatives to combine more productively with currently existing State programs and agencies, predominate in the reports over recommendations for State actions and program and policy changes.

In support of this program, the Department has collaborated with the University of Maine's Department of Agricultural and Resource Economics in developing budget models of a number of commodities. In addition, major profiles have been prepared of the Potato, Dairy and Beef industries, and commodity screens have been prepared of carrots, spinach and lettuce. A newsletter has been launched and further issues will be published periodically as warranted.

The 113th Legislature, in June of 1987, continued the Agricultural Viability Program, removing its "Pilot" status. It appropriated funds for the Statewide Coordinator's position, to continue the four original regions, and to take in one new region in this biennium. The four original regions will be following up on their recommendations and working on implementation.

Groundwater Protection. The Bureau Director's participation on the Land and Water Resources Council and its standing committee on groundwater is taking up more time as concern for groundwater pollution from pesticides and other non-point sources increases. This issue is related to programs in all three agricultural divisions, Pesticides Control Board, Soil and Water Conservation Commission, and Resource Development. The Bureau Director chaired the classification subcommittee.

LICENSES, PERMITS, ETC.:

Licensing of Agricultural Fairs pursuant to 7 MRSA, Sect. 65

PUBLICATIONS:

Annual Report on the Maine Agricultural Fairs, 1986 (free)
Dairy Profile, 1986 (free)
Potato Profile, 1986 (free)
Beef Profile, 1987 (free)
Commodity Screen: Spinach, 1987 (free)
Commodity Screen: Carrots, 1987 (free)
Commodity Screen: Lettuce, 1987 (free)
Ag-Viability Notes, March 1987 (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL AND RURAL RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	145,710	126,851			18,859	
Health Benefits	6,498	6,308			190	
Retirement	26,292	23,074			3,218	
Other Fringe Benefits	460	420			40	
Computer Services—State	266				266	
Other Contractual Service	36,923	30,678	4,312		1,933	
Rents	6,266	6,116			150	
Commodities	1,885	1,740	41		104	
Grants—Subsidies—Pensions	73,893	41,450	32,443			
Transfers to Other Funds	1,306		88		1,218	
TOTAL EXPENDITURES	299,499	236,637	36,884		25,978	

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

BERNARD W. SHAW, STATE SEALER
BERNARD AUSTIN, DEPUTY STATE SEALER

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3841
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1839 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 004; *Citation:* 10 M.R.S.A., Sect. 2401
Average Count—All Positions: 10 *Legislative Count:* 10

PURPOSE: To protect the public economically through the proper enforcement of the State weights and measures laws and to determine that equity prevails in all commercial transactions involving determinations of quantity.

ORGANIZATION: The Commissioner of Agriculture, Food and Rural Resources is, by statute, the State Sealer of Weights and Measures. The Deputy State Sealer serves as supervisor to the Weights and Measures section within the Division of Regulations. This section's professional staff consists of one Metrologist and eight Weights and Measures inspectors. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the director of the Division of Regulation. Overall supervision is provided by the Director of the Bureau of Public Service.

PROGRAM: The Division of Regulation's Weights and Measures section is responsible for all standards of weights and measures with continual certification by the National Bureau of Standards. This involves inspection and calibration of all commercial large capacity scales, liquid flow meters, LP gas meters, and 80% of the small capacity scales, 80% of the gas pump meters, 95% of the linear measuring devices, and spot-check of packages put up prior to sale for correct labeling and correct net weight and measure. It is responsible for uniform standards for the measurement of wood and enforcement of the Wood Measurement Law and regulations as well as verification of radar guns used by the State and local police to monitor excessive speeding.

The State standards of weights and measures maintain traceability through the National Bureau of Standards.

LICENSES, PERMITS, ETC.:
Weighmasters
Weighing Device Dealers and Repairmen
Wood Scaler

PUBLICATIONS:
Laws pertaining to Maine Weights and Measures (free)
Established Fees for Testing Weighing and Measuring Devices (mimeographed—free)
Wood Measurement Rules (free)

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Services.

STATE SOIL AND WATER CONSERVATION COMMISSION

L. HERBERT YORK, CHAIRMAN
FRANK W. RICKER, Executive Director

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2666
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: March 25, 1941 *Sunset Termination Scheduled to Start by:* June 30, 1984
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 019; *Citation:* 12 M.R.S.A., Sect. 51
Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The State Soil and Water Conservation Commission was established to provide for the protection, proper use, maintenance and improvement of the soil, water and related natural resources of the State of Maine. The primary responsibilities of the Commission are to assist Soil and Water Conservation Districts in the preparation and implementation of their locally developed programs, accomplished through direct assistance, technical and financial assistance, and coordination with other State and Federal agencies; to develop and carry out public works projects for prevention of soil erosion, flood prevention, conservation, development, utilization and disposal of water; to assist in the completion of the National Cooperative Soil Survey; to conduct surveys, investigations, and research as necessary for implementation of other functions; to coordinate the floodplain studies of various Federal agencies; to coordinate the Small Watershed program statewide; and to coordinate the Resource Conservation and Development Programs.

ORGANIZATION: The State Soil and Water Conservation Commission, established in 1941 as the State Soil Conservation Committee, was renamed to the State Soil and Water Conservation Committee in 1965, and received its present name and structure in 1969. The Commission consists of eleven members, five of whom serve ex officio: Dean of the College of Life Sciences and Agriculture of the University of Maine, Commissioner of Agriculture, Commissioner of Conservation, Commissioner of Inland Fisheries and Wildlife, and Commissioner of Marine Resources; six of whom are Soil and Water Conservation District Supervisors, one representing each of the six specified Areas of the State, elected at an annual meeting of District Supervisors within the Area.

The sixteen Soil and Water Conservation Districts (SWCD) in Maine and their office locations by respective Area are as follows:

Area I
Central Aroostook SWCD, Presque Isle
Southern Aroostook SWCD, Houlton
St. John Valley SWCD, Fort Kent

Area II
Washington County SWCD, Machias
Hancock County SWCD, Ellsworth

Area III
Penobscot County SWCD, Bangor
Piscataquis County SWCD, Dover-Foxcroft
Somerset County SWCD, Skowhegan

Area IV
Kennebec County SWCD, Augusta
Knox-Lincoln SWCD, Rockland; and
Waldo County SWCD, Belfast

Area V
Androscoggin Valley SWCD, Auburn
Franklin County SWCD, Farmington
Oxford County SWCD, South Paris

Area VI
York County SWCD, Sanford
Cumberland County SWCD, Westbrook

Professional staff for the Commission is comprised of an Executive Director and a Soil Scientist.

PROGRAM: The accomplishments of the Soil and Water Conservation Commission (SWCC) are apparent in the conservation practices applied to the land of more than 11,874 private landowners that are cooperators with Maine's 16 Soil and Water Conservation Districts. During FY 87, 4,144 groups and individuals applied some form of conservation practices to their land in an effort to control erosion and other soil and water problems. New conservation plans were formulated for 63,145 acres of land, raising the total State acreage covered by conservation plans to 2,073,571 acres.

The Commission and Districts reviewed and evaluated over 550 resource alteration applications submitted to the Department of Environmental Protection (DEP), Land Use Regulation Commission (LURC), State Planning Office (SPO) and the Department of Inland Fisheries and Wildlife (DIF&W) during the past year. The recommendations proposed by the Commission and Districts were often included as conditions of approval in the permits granted through these applications. The present DEP policy on the mining of topsoil was written by the Commission's Soil Scientist. Commission review involves the following considerations:

1. Soil Suitability
2. Erosion and Sediment Control
3. Relation to Floodplains
4. Stormwater Management and Drainage
5. Protection of Prime Agricultural Lands where Appropriate

The Commission employed 9 work-study students to assist the Districts with their heavy summer workload.

Under the Challenge Grant Program, the Commission received 32 applications for special projects during the 1986-87 Fiscal Year. The Commission awarded Challenge Grant monies to 10 Districts to fund 15 of those projects. The $100,000 of Challenge Grant Funds generated $130,506 matching funds and in-kind services. This shows that the Districts are generating about 1.3 matching dollars for every Challenge Grant dollar requested. The Commission has published a report of the 1984-85 Challenge Grant Program and distributed it to the Legislature and other interested groups and individuals.

PUBLICATIONS:

Soil Suitability Guide for Land Use Planning in Maine
Maine Guidelines for Municipal Sewage Treatment Plant Sludge Disposal on the Land
Maine Guidelines for Septic Tank Sludge Disposal on the Land
Native and Introduced Wildlife Shrubs of Maine
Environmental Quality Handbook—Revised 1986
Soil and Water Conservation Long Range Plan
Maine Association of Conservation Districts—affiliate Membership Brochure
Reasons Why?—affiliate Membership Brochure
Alternatives to Topsoil Mining
The Maine Soil & Water Conservation Challenge Grant Program—1984 the First Year
All above publications are free.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE SOIL AND WATER CONSERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	74,163	74,163				
Health Benefits	4,487	4,487				
Retirement	13,851	13,851				
Other Fringe Benefits	245	245				
Computer Services—State	401	401				
Other Contractual Service	24,773	24,773				
Rents	2,077	2,077				
Commodities	1,495	1,495				
Grants—Subsidies—Pensions	134,040	134,040				
TOTAL EXPENDITURES	255,532	255,532				

AFDC COORDINATING COMMITTEE

LINDA WILCOX, Division of Welfare Employment, Department of Human Services

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-2636
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: June, 1981

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 402; *Citation:* 22 M.R.S.A., Sect. 3773

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the AFDC Coordinating Committee is to ensure the effective coordination of employment, education, training and support services required by AFDC recipients in order to prepare for, find and keep good jobs.

ORGANIZATION: The Committee is comprised of the Commissioners of Human Services, Labor, and Educational and Cultural Services, or their designees.

PROGRAM: The three Commissioners meet periodically, and their designees meet as needed, to discuss and facilitate the coordination of existing resources and institutions.

PUBLICATIONS:

A Report on the Implementation of Maine's Job Opportunities Act of 1981 submitted to the 112th Maine State Legislature, June 1985.

FINANCES, FISCAL YEAR 1987: No funds are appropriated or expended by the AFDC Coordinating Committee.

APPORTIONMENT REVIEW PANEL

DAYTON HAIGNEY, M.D., CHAIRMAN

Central Office: Deering Bldg., A.M.H.I. *Telephone:* 289-3751
Mail Address: Statehouse Sta. #27, Augusta, Maine 04333
Established: January 1, 1986 *Sunset Termination Starting by:* July 1, 1988
Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 490; *Citation:* 39 M.R.S.A., Sect. 57B
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The panel is designed to help resolve disputes which may arise regarding the apportionment of liability in cases of reduced earning capacity resulting from two separate injuries, when reimbursement from the Employment Rehabilitation Fund for such additional losses is requested.

ORGANIZATION: Panel made up of two employee representatives, two employer or insurer representatives, and one representative of the medical or rehabilitation profession; all are appointed by the Governor.

PROGRAM: The Apportionment Review Panel has met to discuss its procedures and rules, and to advise the Workers' Compensation Commission about its operations.

The work of the panel is dependent on and limited by a complex set of circumstances, including a work related injury or disease, rehabilitation and a successful return to work, a second injury resulting in additional loss of earning capacity, and a dispute over the apportionment of the additional loss of earning capacity. The panel will review such disputes and make a recommendation on the apportionment of liability.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Office of Employment Rehabilitation.

ARCHIVES ADVISORY BOARD

DORRIS ISAACSON, CHAIRMAN
ANN THOMAS, Secretary

Central Office: Stone House, Star Route 3, Phippsburg, Maine *Telephone:* 389-1141
Mail Address: Stone House, Star Route 3, Phippsburg, Maine 04562
Established: 1965 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 257; *Citation:* 5 M.R.S.A., Sect. 96
Average Count—All Positions: 0 *Legislative Count:* N.A.

PURPOSE: The Archives Advisory Board's primary function is to advise the State Archivist in his administration of the law pertaining to archives, and to perform other such duties as may be prescribed by law.

ORGANIZATION: The board consists of 9 public members appointed by the Governor as advisors for overlapping terms of 6 years. Each advisor serves for the term of the appointment and thereafter until his/her successor is appointed and qualified. In case of the termination of an advisor's service during his term, the Governor must appoint a successor for the unexpired term. Advisors serve without compensation, but receive their necessary expenses.

PROGRAM: The Archives Advisory Board has met periodically during the fiscal year to advise the State Archivist on the disposition of records, retention schedules and on administrative matters of concern.

LICENSES, PERMITS, ETC.:

The Archives Advisory Board, with the State Archivist, is responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Maine State Archives.

ATLANTIC STATES MARINE FISHERIES COMMISSION

IRWIN M. ALPERIN, EXECUTIVE DIRECTOR
WILLIAM J. BRENNAN, Comm. of Marine Resources

Telephone: (202) 387-5330
Central Office: 1717 Massachusetts Avenue, N.W., Suite 703, Washington, D.C. 20036
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: May 5, 1942 *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 290; *Citation:* 12 M.R.S.A., Sect. 4603

Average Count—All Positions: 0 *Legislative Count:* 0

Organizational Units:
All of the 15 Atlantic Coast States.

PURPOSE: The Commission's main focus is to provide for better utilization of the fisheries—marine shell and anadromous—through an interstate compact of the 15 Atlantic coastal states.

Although the states determine all policy in their respective jurisdictions, the Commission provides a forum for discussion and resolution of common problems and assists the states in developing joint programs. In addition, the Commission participates in the State-Federal Fisheries Management Program, whose goal is uniform management and protection of the Nation's fisheries resources and viable commercial and recreational fishing industries.

ORGANIZATION: The Atlantic States Marine Fisheries Commission (ASMFC) was established by a compact entered into by the various Atlantic Coastal States beginning in 1941. The Congressional Consent Act was signed by the President on May 5, 1942, and the Commission met and organized in New York on June 5, 1942.

The participating States are Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, and Florida. Each is represented by a member of the administrative agency in charge of marine fisheries, a Legislative member appointed by its Committee or Commission on Interstate Cooperation, and a person appointed by the Governor. Maine's three Commission members are the Commissioner of the Department of Marine Resources, a member from the Legislature, and a member from industry. The Commission is supported by appropriations from the member States based on the value of their respective catches.

ASMFC operates through sections comprised of groups of states. The North Atlantic, Middle Atlantic, Chesapeake Bay, and South Atlantic Sections deal with matters affecting their respective areas, and the annual meeting addresses matters affecting the entire Commission. The National Marine Fisheries Service (NMFS) of the Department of Commerce is designated as the primary research agency of the Commission, cooperating with the research agencies of each state for that purpose.

PROGRAM: To keep abreast of the major activities in Congress, the headquarters for the NMFS and fisheries organizations in Washington, D.C., close liaison is maintained with Congressional Committees and other important organizations.

Contract funds from NMFS and USF&WS are used to reimburse travel expenses of state biologists, managers, and administrators who participate in the various committees that have been established to develop regional management programs for certain Atlantic coast species. Lobster, shrimp, striped bass, American shad and river herring programs are of special concern to Maine.

The Commission, through its Amendment Number One authority, continued to regulate the Northern shrimp fishery in the Gulf of Maine. The ASMFC Northern Shrimp Section, comprised of the Commissioners from Maine, New Hampshire, and Massachusetts, promulgated regulations for the conduct of this fishery for the 1985 season including mesh size regulations.

In recent years the Commission has accelerated, reinforced and promoted its activities in relation to the National Oceanographic and Atmospheric Administration (NOAA) and the

National Marine Fisheries Service (NMFS), particularly with respect to the State/Federal Fisheries Management Program and the Grant-In-Aid programs operated under P.L. 88-309, the Commercial Fisheries Research and Development Act of 1964, and P.L. 89-304, the Anadromous Fish Conservation Act of 1965. Other federal programs concerning state fisheries administrators and commercial and sport fisheries monitored by ASMFC include ecologically-oriented MARMAP and MESA programs, Dingell-Johnson Federal Aid in Fish Restoration Act, Coastal Zone Management, administration of the Marine Mammal Act, Endangered Species Act, Fisheries Statistics Program, and other Administration-sponsored fisheries legislation.

In 1976, the Fishery Conservation and Management Act was signed into law, creating P.L. 94-265. This Act provides for exclusive U.S. management authority of all fisheries (except highly migratory species, i.e., tuna) within the 200-mile Fishery Conservation Zone. The legislation also established national standards for conservation and management through creation of eight Regional Fishery Management Councils. ASMFC is represented on all three Atlantic Coast Regional Councils (New England, Mid-Atlantic, and South Atlantic), and reports on important Council decisions, including development of Fishery Management Plans and joint venture proposals that will impact fishing industries along the Atlantic Coast.

Through its executive office, ASMFC maintains active liaison with all Washington-based fisheries organizations of professional or industry status, including the American Fisheries Society, the International Association of Fish and Wildlife Agencies, the Sport Fishing Institute, the National Fisheries Institute, the Shellfish Institute of North America, the National Fish Meal and Oil Association, the Fisheries Products Division of the National Food Processors Association, as well as other resource, environmental, conservation and user groups.

ASMFC also participates in a wide variety of meetings that stress environmental, ecological, natural resource and conservation issues of direct concern to state fisheries administrators. The Executive Director has access to the deliberations of fishery advisory bodies such as the National Oceanic and Atmospheric Administration's Marine Fisheries Advisory Committee (MAFAC), to which he is a consultant, and the President's National Advisory Committee on Oceans and Atmosphere (NACOA).

The Commission has continued its cooperative agreement with the National Marine Fisheries Service to administer the State/Federal Fisheries Management Program. This program is known as "The Interstate Fisheries Management Program" and includes state/federal projects involving Northern Shrimp, Shad and River Herring, Sciaenids, Northern Lobster, Atlantic Menhaden, Striped Bass, Summer Flounder, Cooperative Statistics Program, and related activities such as interstate shellfish transportation, and fish/shellfish disease control. During the past year, the major focus of the Commission's interstate program has continued to center around the striped bass resource. A number of bills have been introduced in Congress to amend and extend P.L. 98-613, the Atlantic Striped Bass Conservation Act of 1984, which expired on April 30, 1986. This act is expected to be reauthorized, with minor changes, prior to the ASMFC annual fall meeting. The original act established a mechanism for federal preemption of striped bass management in state territorial waters. Reauthorization legislation continues to require the ASMFC to determine at its annual meeting whether or not participating states are in compliance with the interstate striped bass plan and submit a status report to the Secretary of Commerce. Those states determined to be in noncompliance are allowed 30 days to respond to deficiencies or be subject to a federal moratorium on the taking of striped bass in that state's waters. Such a moratorium would remain in effect until the subject state was determined to be in compliance with the interstate plan. The federal law also requires each state to be evaluated by the Commission on the enforcement effectiveness of its striped bass conservation regulations. Inadequate enforcement could also constitute grounds for finding a state in noncompliance. These actions are considered necessary because of continued low levels of striped bass production in Chesapeake Bay and the continued state closures to all sport and commercial fishing for striped bass in Maryland and Delaware waters. These closures have been in effect since January 1, 1985. Amendment #3 to the Interstate Striped Bass Plan, adopted by the Commission in October, 1985, requires all states involved in the striped bass interstate plan to increase the minimum size of striped bass to 33 inches total length by January 1, 1987. The Maine Legislature passed appropriate legislation that became effective on July 16, 1986. Based on recent interstate reports, the District of Columbia, Potomac River Fisheries Commission, and the State of New Jersey must take substantive action to be in compliance prior to the ASMFC October annual meeting. All other states have taken or are preparing appropriate measures to be in compliance with Amendment #3 prior to the 1986 annual meeting of the Commission. The Commission will continue to actively monitor state regulations and enforcement as required by federal law. The striped bass issue has clearly defined a new and strengthened role for the Commission in interstate fisheries management programs.

Whereas the Fisheries Conservation Management Act clearly defines management responsibility of the Regional Councils only in the Fisheries Conservation Zone, territorial sea fisheries management authority resides clearly with the states. The ASMFC was recognized by the federal government as the appropriate institutional mechanism to assure that such authority was retained collectively by the states, provided the states acted responsibly in matters of resource conservation.

The ASMFC has completed Phase I of the Shad and River Herring Plan which identifies the current status of alosid stocks on the Atlantic coast. Phase II of the plan was completed in September, 1985, and accepted by the full Commission at its annual meeting in October, 1985.

The ASMFC has continued to compile and distribute a comprehensive monthly legislative update. This covers all the major federal legislation in the marine area, and helps the member states keep abreast of what is going on in Washington. The Commission has also been more active than ever before in federal legislation action that affects states' programs and their funding, as well as legislation favoring fishing industry needs. This included the American Fisheries Promotion Act that was designed to make our commercial fishing industry a net exporter of fisheries products, and the Dingell-Johnson Sport Fish Restoration Act expansion that will provide funds to states for marine recreational fisheries programs. A great effort was made to maintain federal funding for P.L. 88-309 and 87-304 due to federal administration efforts to eliminate these important fisheries programs. Testimony has been presented to appropriate authorizing and appropriations committees of both the House and the Senate to keep alive funding for the two grant programs.

PUBLICATIONS: Leaflet Series entitled "Marine Resources of the Atlantic Coast" for information and cost per leaflet write: Atlantic States Marine Fisheries Commission, 1717 Massachusetts Avenue, N.W., Washington, D.C. 20036.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC STATES MARINE FISHERIES COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	16,145	16,145				
TOTAL EXPENDITURES	16,145	16,145				

DEPARTMENT OF ATTORNEY GENERAL

JAMES E. TIERNEY, ATTORNEY GENERAL

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333
Established: 1820 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239; *Citation:* 5 M.R.S.A., Sect. 191
Average Count—All Positions: 111 *Legislative Count:* 72

Organizational Units:
Administration
District Attorneys
Office of Chief Medical Examiner of the State of Maine

Divisions:
Consumer & Anti-Trust
Commercial Regulation & General Government
Criminal
Human Services
Litigation
Natural Resources
Opinions/Counsel

PURPOSE: The Attorney General's primary responsibility is to protect public rights and preserve order through serving as the State's Chief Law Enforcement Officer and legal representative of the State. In this capacity, the Attorney General insures enforcement of Maine laws through instituting, conducting, and maintaining such actions and proceedings as the public interest may require. No State agency may appear and advocate positions before a court without the approval of the Attorney General.

The Department is authorized to (a) appear for the State, or any State agency or official, in all civil actions and proceedings in which the State is a party or interested, or in which the official acts of such officers are questioned in State or Federal courts or Federal agencies; (b) control and direct the investigation and prosecution of homicides and other major crimes, including frauds against the State; (c) render all legal services required by State officers, boards and commissions in matters relating to their official duties; (d) issue written opinions upon questions of law submitted by the Governor, the head of a State department or agency, or by either branch of the Legislature or any member of the Legislature on legislative matters; (e) enforce due application of funds given or appropriated to public trusts and charities within the State and prevent breaches of trust in the administration thereof; (f) consult with and advise the District Attorneys in matters relating to their duties, and, in his discretion, act in place of or with them in instituting and conducting prosecutions for crime; and (g) administer and enforce the State unfair trade practices and antitrust laws.

Beyond the general purposes discussed above, the Attorney General has a wide range of duties which the Office is specifically directed to perform. Those duties include review and approval as to form and legality of all interlocal agreements, all regulations of State agencies subject to the Administrative Procedure Act, and many State contracts. The Attorney General must also review and approve write-offs of debts owed the State, participate in making investment decisions regarding the State trust funds and perform many other specific statutory functions.

The Attorney General is an ex-officio member of many State agencies, including the Baxter State Park Authority, the Judicial Council, the Criminal Law Advisory Commission, and the Advisory Committees to the Supreme Judicial Court on Civil Rules and Criminal Rules.

ORGANIZATION: The Attorney General is chosen biennially by joint ballot of both Houses of the Legislature, a manner of election unique among the 50 states. The Attorney General may appoint one or more Deputy Attorneys General, Assistant Attorneys General, Investigators, and Research Assistants. The Department of the Attorney General is organized by law, 5 M.R.S.A. c. 9, with the Attorney General as its Chief Executive.

Early in 1981 the Attorney General's Department was restructured to insure clearer lines of authority. Reporting to the Attorney General are 7 operating units containing anywhere from 6 to 13 Assistant Attorneys General each. Each Division is presided over either by an experi-

DEPARTMENT OF ATTORNEY GENERAL
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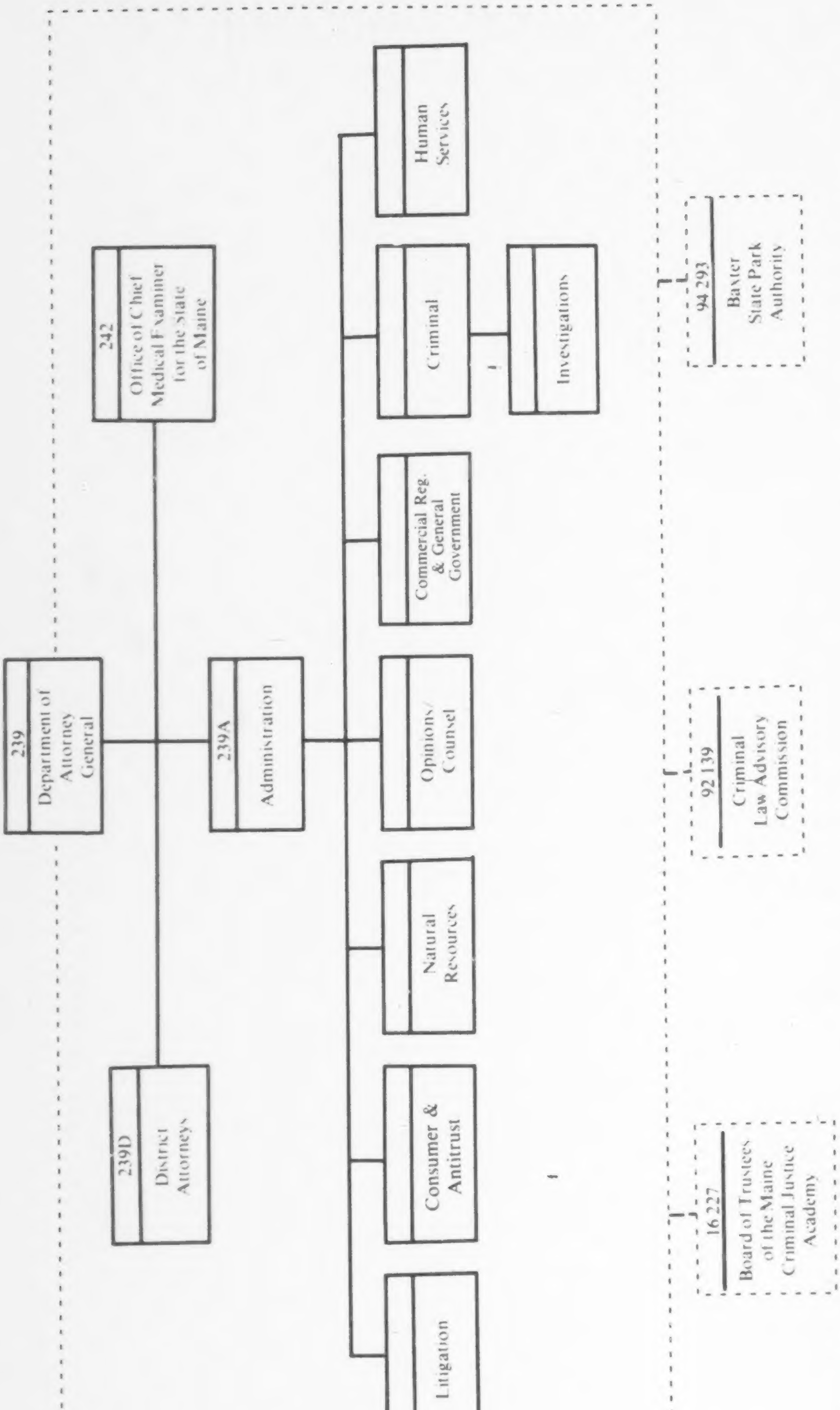
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Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
DEPARTMENT OF ATTORNEY GENERAL

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,118,524	3,486,495	324,754		307,275	
Health Benefits	167,838	138,474	12,760		16,604	
Retirement	544,134	449,579	41,238		53,317	
Other Fringe Benefits	17,267	14,169	1,574		1,524	
Computer Services—State	8,535	8,535				
Other Contractual Service	549,687	513,746	44,113		—8,172	
Rents	120,587	115,777	22		4,788	
Commodities	43,612	42,186	63		1,363	
Grants—Subsidies—Pensions	6,410		6,410			
Equipment	57,747	40,090	6,614		11,043	
Transfers to Other Funds	36,701		18,988		17,713	
TOTAL EXPENDITURES	5,671,042	4,809,051	456,536		405,455	

enced Deputy or Senior Assistant Attorney General. The Criminal Division executes the Department's criminal law responsibilities and 6 other divisions oversee aspects of the Department's civil responsibilities. The civil units are Consumer and Antitrust, Commercial Regulation and General Government, Criminal, Human Services, Litigation, Opinions/Counsel, and Natural Resources.

Supporting the professional legal staff of the Department, numbering nearly 70 attorneys, are paralegal assistants, investigators, secretaries and clerks. The Business Office oversees the financial and personnel affairs of the Department, coordinates and oversees the work of the secretaries and clerks of the office and has been instrumental in integrating word processing technology into the operations of the State's largest law firm.

PROGRAM: The following is a description of the seven sections of the Office, along with their primary duties and their activities during fiscal year 1986-1987.

Consumer & Anti-Trust. The Consumer and Antitrust Division consists of four and one-half lawyers and enforces the State's Unfair Trade Practices Act (modeled after the Federal Trade Commission Act) and the State antitrust laws (modeled after the Federal Sherman and Clayton Acts). The Division does not represent any agencies of the state government, but proceeds on the basis of complaints from citizens or on its own initiative when it perceives violations of those statutes. The Division also enforces some criminal statutes.

The Division staff in 1986-1987 responded to approximately 10,500 inquiries from the public requesting information or complaint mediation. Mediation and legal action resulted in approximately $450,000 in recoveries for consumers and businesses. This significant recovery resulted from lawsuits and from the volunteer mediation program. The mediation program consists of volunteers who have agreed to mediate complaints in exchange for intensive training in consumer law by the full-time staff of the Division.

Criminal. The Criminal Division comprises twelve lawyers and is principally concerned with prosecution of offenses defined in the Maine Criminal Code. The Criminal Division has exclusive responsibility for the prosecution of all homicide cases in the State and, in addition, has concurrent prosecutorial jurisdiction with the eight popularly elected District Attorneys over other crimes. The Division handles a substantial number of appeals to the Supreme Judicial Court of Maine not only of its own criminal cases, but also on request of those of the District Attorneys. In addition, the Division represents the State in all petitions for post-conviction relief filed by convicted criminal defendants regardless of the original prosecuting agency. Finally, the Division provides other substantial services to the law enforcement community primarily directed toward keeping the law enforcement community abreast of current developments in the law.

The work of the Criminal Division has continued to expand at a steady pace paralleling the expansion of criminal procedure generally. Working with the State Police and various local police departments, the Division investigated 26 homicides which occurred during the fiscal year and continued the investigation of 43 homicides which had occurred in previous years. During the fiscal year 1986-87, 20 homicide cases were tried, 16 of which resulted in convictions. The Criminal Division conducted investigations and prosecutions in 162 cases, 45 of which were task force drug cases, in addition to homicides during the fiscal year 1986-87. These cases involved a variety of offenses, both felonies and misdemeanors. The Criminal Division handled a total of 42 cases on appeal to the Maine Supreme Court. Nineteen appeals were initiated by defendants during the year; the State initiated appeals in 5 cases, and the balance were cases carried over from previous years.

The Criminal Division also handled 49 extraditions during the year, 31 of which were out of state and 18 of which were issued from this State to return fugitives for prosecution. Additionally, there were 8 detainers handled by this Division.

Post-conviction habeas corpus petitions continue to be filed in large numbers. During fiscal year 1986-87, 105 cases were initiated, 88 were closed, and 102 were carried over from prior years.

Besides handling various criminal and non-criminal matters for state departments and agencies, the Criminal Division provided other unique services to various governmental bodies; for example, attorneys in the Division provided legal counsel to the Department of Public Safety, as well as representing other divisions, bureaus, and boards within state government and other state law enforcement agencies. Among other actions brought in state courts were 13 petitions for forfeiture of vehicles, weapons and other equipment used in violation of Maine's drug laws.

The Criminal Division also works with the Department of Human Services in investigating cases of fraud and abuse in the Aid to Families with Dependent Children, Medicare, and Medicaid programs. The Medicaid Fraud Control Unit, a subsection of the Criminal Division, has conducted substantial investigations and developed prosecutions throughout the State.

The Medicaid Fraud Control Unit statistics for the fiscal year include: 73 investigations; 10 criminal prosecutions and civil recovery litigation cases; overpayments identified and reported to the Department of Human Services for collection, $225,360; restitution paid to the State, $193,220; fines paid to the court, $26,000; civil penalties paid to the General Fund, $10,000; cost of investigation recovered and paid to the General Fund, $5,500.

From July 1, 1986 through June 30, 1987, 17 welfare fraud cases were opened and investigated. Criminal prosecutions for theft by deception of Aid to Families with Dependent Children benefits and food stamp coupons was initiated in 21 cases. Fifteen cases have been closed following prosecution and conviction. Defendants in welfare fraud cases have been ordered to pay fines in the amount of $8,500 and restitution in the amount of $126,571.38 and have been incarcerated for various periods. To date, $43,252.95 in restitution has been paid to the Department of Human Services and $1,000 in fines has been paid to the Court.

During the second part of fiscal year 1986-87, the Criminal Division worked with the Enforcement Division of the Bureau of Taxation in prosecuting businesses and individuals who were in violation of State tax laws and collected $53,000 in back taxes, interest and penalties.

In addition, members of the Criminal Division handled approximately 343 liquor law violations with the total fines recovered in this area surpassing $105,673.45.

In addition to the normal caseload and activity directly related to criminal prosecution, the Division prepared and published, with the assistance of the Maine Criminal Justice Academy, a current and extensive Law Enforcement Officers' Manual setting forth the legal principles relating to police work. Also, attorneys and investigators from the Division participated as lecturers, teachers and panelists in training programs at the Maine Criminal Justice Academy, at local police departments, and at seminars and conferences relating to criminal law and law enforcement.

Commercial Regulation and General Government. The Commercial Regulation and General Government Division comprises 16 lawyers representing the following Departments and major agencies of State Government: Taxation, Banking, Insurance, Consumer Credit Protection, Securities, Labor, Treasurer, Alcoholic Beverages, and the Secretary of State (for corporate and business regulation matters). The Division also represents 42 professional licensing boards regulating a number of licensed professions in the state including medical doctors, nurses, psychologists, accountants, architects, etc. The work of the Division is broken down into three categories: (1) defensive litigation for all of the various State Departments, Bureaus and agencies that it represents; (2) enforcement litigation and white collar crime prosecution against persons who violate the laws relating to the agencies that it represents; and (3) a large administrative law practice involving virtually all of Maine State Government.

During the past fiscal year, the Division successfully handled a number of significant matters in the areas of insurance, banking, securities, alcoholic beverages, tort claim defense, unfair labor practices, tax litigation and criminal tax prosecution. The Division also handled over 15 cases in the Maine Supreme Judicial Court as well as several hundred cases at the Superior Court, District Court and administrative levels. Division attorneys also prosecuted an unusually large number of license revocation and suspension actions against medical doctors, nurses, chiropractors, optometrists, and other licensed professionals.

The Division also collected several hundreds of thousands of dollars in tax litigation and over one million dollars in unpaid unemployment compensation taxes, and handled the legal work for the issuance of nearly one hundred million dollars in general obligations of the State.

The Division expects that its workload will expand in most areas during the next fiscal year.

Human Services. The Human Services Division consists of twenty (20) lawyers who represent the Department of Human Services exclusively. This Department manages the various social, health, medical, and child welfare programs in the State, and its lawyers discharge a variety of functions ranging from prosecution of child abuse cases, the enforcement of support laws, the enforcement of health-related laws, including the licensure of nursing homes and hospital expansion, to the Medicaid and AFDC assistance programs. The legal Division also represents the Department before the Maine Health Care Finance Commission and defends tort and civil rights actions brought against the Department and its employees, as well as challenges to the decisions made by the Commissioner in such areas as granting and/or denying of licenses of health care providers, restaurants, mobile home parks and foster homes.

The Human Services Division has one of the most persistent and heaviest caseloads of any Division in the Office of the Attorney General. In fiscal year 1987, more than 5,000 cases were handled by the attorneys in the Division covering a broad range of predominantly civil matters which are alluded to above.

Litigation. This Division of six experienced trial lawyers is a resource for all litigation in the Department and directly handles tort claims against the State and those court actions either not concerning any agency or sufficiently complex to involve the litigation expertise of the Division. The Litigation Division handles a sizeable amount of major litigation independently of its coordination with other litigation efforts in the Department. Among the recent lawsuits in which the Division has been involved are the successful defense of the Maine severance pay statute before the U.S. Supreme Court, the State's intervention in proceedings relating to the location of high-level nuclear waste repositories, the Moody Beach case involving public access to Maine beaches, and several suits challenging the State's compulsory education requirements. The Division is responsible for defending suits against the Judiciary and for defending the State in workers' compensation cases. The Litigation Division is also responsible for various affirmative litigation, examples of which are suits brought on behalf of the Maine Human Rights Commission and suits to enforce Maine's securities laws. Finally, the Division reviews all complaints and appellate briefs filed by the Attorney General's Office in civil cases.

Opinions/Counsel. This division of eight lawyers has primary responsibility for the preparation of formal opinions of the Attorney General requested by the Governor, State agencies and the Legislature. Its attorneys also represent the State Retirement System, the Department of Administration, the Department of Defense and Veterans' Services, the Department of Educational and Cultural Services, the Department of Corrections, the Department of Mental Health and Mental Retardation, and portions of the Executive Department and the Office of the Secretary of State.

Natural Resources. During the 1987 fiscal year, the Natural Resources Division consisted of 7 lawyers whose time was spent advising and representing several agencies of State Government: Department of Environmental Protection; Department of Conservation (including Land Use Regulation Commission); Department of Marine Resources; Department of Agriculture (including the Harness Racing Commission, Maine Milk Commission, Soil and Water Conservation Commission, Pesticides Control Board, and Animal Welfare Board); Office of Energy Resources; and the State Planning Office.

During the 1987 fiscal year, this Division pursued more than 90 enforcement actions to judgment resulting in the imposition of more than $550,000 in damages, fines and civil penalties. The Division represented agencies in the State's Administrative Court, District Court, Superior Court and Supreme Judicial Court, as well as the United States District and Circuit Courts.

Noteworthy cases during the course of the year included prosecution of significant wastewater discharge violations resulting in the scheduled construction of major new treatment plants and the payment of several hundred thousand dollars in civil penalties; completing the bulk of negotiations dealing with the clean-up of several of Maine's highest-ranked Superfund sites; continued litigation against the Environmental Protection Agency to force it to address the problem of acid rain; the first prosecutions for violations of the Maine Milk Commission statutes; significant efforts in the enforcement of the Maine solid waste laws and significant participation in the legislative process in the drafting and passage of the State's solid waste laws; and the administrative prosecution of several significant hazardous waste management rules violations.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF ATTORNEY GENERAL (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,898,908	3,266,879	324,754		307,275	
Health Benefits	161,310	131,946	12,760		16,604	
Retirement	519,115	424,560	41,238		53,317	
Other Fringe Benefits	16,033	12,935	1,574		1,524	
Computer Services—State	8,535	8,535				
Other Contractual Service	333,255	297,314	44,113		−8,172	
Rents	86,547	81,737	22		4,788	
Commodities	37,335	35,909	63		1,363	
Grants—Subsidies—Pensions	6,410		6,410			
Equipment	47,415	29,758	6,614		11,043	
Transfers to Other Funds	36,701		18,988		17,713	
TOTAL EXPENDITURES	5,151,564	4,289,573	456,536		405,455	

ADMINISTRATION (ATTORNEY GENERAL)

Central Office: State Office Building, Augusta; *Floor:* 6 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: 1820 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239A; *Citation:* 5 M.R.S.A., Sect. 191

PROGRAM: See report for the Department of the Attorney General.

DISTRICT ATTORNEYS

JAMES E. TIERNEY, ATTORNEY GENERAL

Central Office: State Office Building, Augusta; *Floor:* 6 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: January, 1974 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239D; *Citation:* 5 M.R.S.A., Sect. 199

Average Count—All Positions: 50 *Legislative Count:* 0

PURPOSE: The District Attorney is an elected law enforcement officer vested by law with a duty to maintain public order, to prosecute offenders, or to make arrests for crimes. The District Attorney for each prosecutorial district appears for each county within the district for which he/she is elected, under the direction of the County Commissioners, in all actions and other civil proceedings in which any county is a party or interested. All such actions, whether civil or criminal in which the State is a party, shall be prosecuted by him/her or under his/her direction. The District Attorney is the legal advisor to the County Commissioners.

ORGANIZATION: The State is divided into eight prosecutorial Districts each headed by a District Attorney.

District One—York—Mary Tousignant, District Attorney
District Two—Cumberland—Paul Aranson, District Attorney
District Three—Oxford, Franklin, Androscoggin—Janet T. Mills, District Attorney
District Four—Kennebec, Somerset—David W. Crook, District Attorney
District Five—Penobscot, Piscataquis—R. Christopher Almy, District Attorney
District Six—Sagadahoc, Knox, Lincoln, Waldo—William R. Anderson, District Attorney
District Seven—Hancock, Washington—Michael E. Povich, District Attorney
District Eight—Aroostook—John D. McElwee, District Attorney

FINANCES, FISCAL YEAR 1987: All the District Attorneys and Assistant District Attorneys receive their salaries and benefits paid from the State Treasury from funds appropriated to the Attorney General for this purpose.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE

HENRY RYAN, M.D., CHIEF MEDICAL EXAMINER

Central Office: Fuller Road, Augusta *Telephone:* 289-2993
Mail Address: Statehouse Sta. #37, Augusta, Maine 04333
Sunset Review Required by: June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 242; *Citation:* 22 M.R.S.A., Sect. 3022 §30
Average Count—All Positions: 5 *Legislative Count:* 6

PURPOSE: The Office of the Chief Medical Examiner combines the functions of the coroner's physician and coroner in that it is responsible for determining the cause of death by medical examination and laboratory testing and the manner of death by inquiry in all deaths that cannot be certified by private physicians. Medical Examiner cases include deaths due to trauma or poisoning or occurring under suspicious circumstances. When there is no private physician capable of certifying a death, even if apparently due to natural causes, the Medical Examiner must assume responsibility for such cases.

The Medical Examiners are responsible for determining the cause, circumstances, place, date and time of death, and the identity of the deceased. This is accomplished through the processes of inquiry, investigation, physical examination, autopsy, and other laboratory studies as needed to the end of certifying such deaths. The Office also provides reports for legal and vital records purposes and procures evidence from the person of the deceased for the investigative purposes of other agencies and or legal proceedings.

ORGANIZATION: In 1968 the Office of Chief Medical Examiner for the State was established, a specialist in forensic pathology was appointed by the Governor as Chief Medical Examiner. The Chief Medical Examiner was given authority to appoint statewide medical examiners and state funds were appropriated for all necessary expenses. Appropriate legislation was passed to affect this change. In 1973 the Office was incorporated under the Attorney General's Office for administrative purposes. Its case decisions are rendered independent of the Attorney General's Office and the Chief Medical Examiner is appointed by the Governor.

The system is supported by licensed physicians serving as Medical Examiners throughout the State on a statutory fee for service basis assisted by local and State law enforcement officials, hospital pathologists, and various State, hospital, and private laboratory resources. Two Medical Examiners, the Chief and Deputy Chief are salaried.

PROGRAM: In calendar year 1986, 1,772 deaths were reported, 1,131 were accepted as medical examiner cases, 273 autopsies were performed, 408 scene visits were made, 452 alcohol tests were ordered and 141 cases had additional toxicology.

LICENSES, PERMITS, ETC.: Certificate of appointment of Medical Examiners—issued to persons appointed to serve by the Chief Medical Examiner through the Office of Secretary of State.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded int he files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	219,616	219,616				
Health Benefits	6,528	6,528				
Retirement	25,019	25,019				
Other Fringe Benefits	1,234	1,234				
Other Contractual Service	216,432	216,432				
Rents	34,040	34,040				
Commodities	6,277	6,277				
Equipment	10,332	10,332				
TOTAL EXPENDITURES	519,478	519,478				

DEPARTMENT OF AUDIT

RODNEY L. SCRIBNER, CPA, STATE AUDITOR
ROBERT G. REDMAN, DEPUTY STATE AUDITOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333

Established: 1907 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244; *Citation:* 5 M.R.S.A., Sect. 241

Average Count—All Positions: 54 *Legislative Count:* 37

Organizational Units:
Departmental Bureau
Municipal Bureau

PURPOSE: The Department of Audit was established to provide post audits of all accounts and other financial records of the State government or any department or agency thereof, and to report annually on this audit and at such times as the Legislature may require. The Department is authorized to install accounting systems and to perform post-audits for counties, District Courts, municipalities, court clerks and probation officers; to perform post-audits for the Maine Forestry District; to serve as a staff agency to the Legislature or any of its committees, or to the Governor in making investigations of any phase of the State's finances, and to investigate and report incidents of alleged fraud, attempted fraud, commingling or misapplication in connection with but not limited to handling of funds of the State; to review and study departmental budgets and capital programs for better and efficient management of the State government; to review and study expenditures of the dedicated funds of independent boards and commissions, and to report its findings, with recommendations, on any review or study to the Legislature.

The State Auditor is authorized to serve as a staff agency to the Commission on Governmental Ethics and Election Practices in making investigations of any phase of the Commission's work and has all necessary powers to carry out his responsibilities.

ORGANIZATION: The Department of Audit originated in 1883 with the establishment of a three-member Committee to Examine Accounts of State Treasurer. Abolished in 1907, the Committee was replaced by a State Auditor who was to examine all accounts and demands against the State, including all matters requiring payment from the State Treasury, and in 1931, the Department of Audit was created under the administrative direction of the State Auditor who is elected by joint ballot of the Legislature for a term of four years.

In January, 1945, a reorganization of departmental auditing procedures was undertaken. The position of Deputy Auditor was established, and the "resident-auditor plan" under which individual auditors were permanently assigned to certain departments to make a continuous post-audit of books and records, was eliminated. At present, one or more auditors are assigned to specific jobs as scheduled, and work is done periodically rather than by the resident-auditor plan. The use of an audit certificate was introduced and is included in each report of audit to a department, agency, municipality, institution, etc.

PROGRAM: The program of the Department is implemented through its Bureaus and Divisions.

PUBLICATIONS:
State Auditors Annual Report

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Departmental Bureau.

DEPARTMENT OF AUDIT
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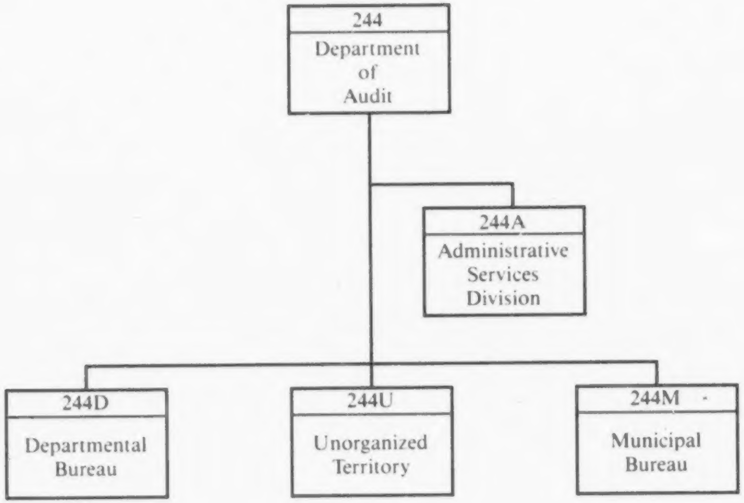
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Administrative Services Division
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Departmental Bureau
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Municipal Bureau

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
DEPARTMENT OF AUDIT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	856,687	671,593	185,094			
Health Benefits	47,071	35,424	11,647			
Retirement	150,626	117,006	33,620			
Other Fringe Benefits	3,939	3,165	774			
Computer Services—State	15,965	15,965				
Other Contractual Service	90,749	50,214	40,535			
Rents	120		120			
Commodities	11,411	11,165	246			
Grants—Subsidies—Pensions	1,991,869		1,991,869			
Equipment	3,075	3,075				
Transfers to Other Funds	9,285		9,285			
TOTAL EXPENDITURES	3,180,797	907,607	2,273,190			

ADMINISTRATIVE SERVICES DIVISION (AUDIT)

ROBERT G. REDMAN, DEPUTY STATE AUDITOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244A; *Citation:* 5 M.R.S.A., Sect. 242
Average Count—All Positions: 6 *Legislative Count:* 6

PURPOSE: The purpose of the Administrative Services Division is to perform postaudits of all accounts and financial records of the 16 Superior Courts, 33 District Courts and the Administrative Court. Legislation mandates that the cost of the audits of the various courts will be borne by the General Fund. Chapter 711, Public Laws of 1980, provided funds for 2 positions and related expenses and Chapter 463, Public Laws of 1981 and Chapter 477, Public Laws of 1983, allowed an additional position and related expenses respectively to audit the courts.

Chapter 63, Public Laws of 1985 provided funds for 2 positions and related expenses to establish an electronic data processing function in order to perform systems reviews as well as other auditing procedures utilizing computers. EDP audits will be performed on the various departments, institutions and agencies which have computers.

ORGANIZATION: The Administrative Services Division is headed by the Deputy State Auditor. Authorized personnel in the division total 6, consisting of one Assistant Director of Audits, one Legislative Auditor III, three Legislative Auditors II and one Legislative Auditor I.

PROGRAM: Court audits scheduled for completion during the 1986-87 fiscal year consist of 8 complete counties, 1 separate superior court and 4 separate district courts for a total of 9 Superior Courts and 20 District Courts. The major goal of this division is to reach an annual postaudit of all courts in the court system.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $186,925 in FY 87 and are, by administrative decision, included with those of Departmental Bureau.

DEPARTMENTAL BUREAU (AUDIT)

ROBERT A. PARADIS, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244D; *Citation:* 5 M.R.S.A., Sect. 243
Average Count—All Positions: 27 *Legislative Count:* 27

PURPOSE: The purpose of the Departmental Bureau is to perform post-audits of accounts and other financial records of Maine State Government and report on these audits.

ORGANIZATION: The Departmental Bureau is headed by a Director. Authorized personnel in the bureau total 27, including three Assistant Directors, ten Legislative Auditor III's, eleven Legislative Auditor II's and two Legislative Auditor I's.

PROGRAM: The major goal of this bureau is to have the annual post-audits completed within six months of the fiscal year end closing. Audits scheduled for FY 87 totaled 119, however, due to the Federal Single Audit Act of 1984, there will be approximately 50 audit reports issued. The 119 audits consisted of 53 departments, bureaus, agencies and/or commissions, 11 institutions, 39 examining boards and 16 public administrators.

PUBLICATIONS:
State Auditors' Annual Report

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENTAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	625,623	625,623				
Health Benefits	33,537	33,537				
Retirement	109,206	109,206				
Other Fringe Benefits	2,850	2,850				
Computer Services—State	15,965	15,965				
Other Contractual Service	47,422	47,422				
Commodities	11,110	11,110				
Equipment	3,075	3,075				
TOTAL EXPENDITURES	848,788	848,788				

MUNICIPAL BUREAU (AUDIT)

MAURICE R. DUBOIS, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1907 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244M; *Citation:* 5 M.R.S.A., Sect. 243
Average Count—All Positions: 17 *Legislative Count:* 0

PURPOSE: The purpose of the Municipal Bureau is to conduct audits of counties, cities and towns, school administrative districts and other quasi-municipal corporations upon request.

ORGANIZATION: The Municipal Bureau is headed by a Director. Authorized personnel in the bureau total 17, consisting of 1 director, 5 Legislative Auditor III's, 3 Legislative Auditor II's, 4 Legislative Auditor I's and 4 clerical staff.

PROGRAM: The statutes provide that each municipality and quasi-municipal corporation shall have an annual post-audit made of its accounts, covering the last complete fiscal year, by the State Department of Audit or by a qualified public accountant. Upon request, the municipal bureau is expected to audit 94 municipalities and municipal districts, 29 school districts and 113 special audits for the fiscal year ending June 30, 1987. The statutes also provided that each county shall have an annual postaudit made of its accounts by either the State Department of Audit or by a certified public accountant selected by the county commissioners. It is expected that the municipal bureau will audit 12 counties during the fiscal year.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MUNICIPAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	185,094		185,094			
Health Benefits	11,647		11,647			
Retirement	33,620		33,620			
Other Fringe Benefits	774		774			
Other Contractual Service	40,535		40,535			
Rents	120		120			
Commodities	246		246			
Transfers to Other Funds	9,285		9,285			
TOTAL EXPENDITURES	281,321		281,321			

UNORGANIZED TERRITORY (AUDIT)

JOSEPH M. PLOURDE, FISCAL ADMINISTRATOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333

Established: 1985

Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244U; *Citation:* 5 M.R.S.A., Sect. 246

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The purpose of the Fiscal Administrator is to provide assistance to the state and/or county agencies which request funds from the unorganized territories.

PROGRAM: The major goal of this office is to review the budgets and expenditures of all state and/or county service providers and report to the joint standing committee of the Legislature having jurisdiction over taxation. It is expected the administrator will assist and/or review the 4 state agencies and 9 counties which provide services in the unorganized territory.

PUBLICATIONS: Annual Unorganized Territory Financial Report

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC System.

UNORGANIZED TERRITORY (AUDIT) –	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	45,970	45,970				
Health Benefits	1,887	1,887				
Retirement	7,800	7,800				
Other Fringe Benefits	315	315				
Other Contractual Service	2,792	2,792				
Commodities	55	55				
Grants—Subsidies—Pensions	1,991,869		1,991,869			
TOTAL EXPENDITURES	2,050,688	58,819	1,991,869			

BAXTER STATE PARK AUTHORITY

JAMES E. TIERNEY, CHAIRMAN
IRVIN C. CAVERLY, JR., DIRECTOR

Central Office: 64 Balsam Drive, Millinocket, ME *Telephone:* 723-9616
Mail Address: 64 Balsam Drive, Millinocket, ME 04462
Established: 1933 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 293; *Citation:* 12 M.R.S.A., Sect. 901
Average Count—All Positions: 21 *Legislative Count:* 56

PURPOSE: The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Pervical P. Baxter, that this park "*. . . shall forever be retained and used for state forest, public park and public recreational purposes . . . shall forever be kept and remain in the natural wild state . . . shall forever be kept and remain as a sanctuary for beasts and birds.*"

The primary responsibilities of the authority are to operate and maintain various campgrounds and campsites within the 201,018 acre wilderness park; to protect the wildlife, fauna, and flora within the park for the enjoyment of present and future generations; to receive and expend monies from the trusts and other income for maintenance and operation of the park; to acquire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and preservation of the park, monuments, and structures thereon and for the protection and safety of the public; and to exercise police supervision over the park.

ORGANIZATION: Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until the final acquisition in 1962 brought the area to its present size of 201,018 acres. In addition to the various gifts of land, he also left two sizeable trust funds to carry out the operation and maintenance of the park without the need of State funding, the only exception being road maintenance by the Department of Transportation from funds collected through gasoline taxes.

While Baxter State Park bears the name "State", it is separately administered, free from any connection with the larger state park system (Bureau of Parks and Recreation or the Department of Conservation). The Baxter State Park Authority, a three-man authority consisting of the Attorney General, the Director of the Bureau of Forestry and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park and in the exercise of all Trust obligations.

Operation of the park is financed in part from use fees, entrance fees, etc. but the majority of the funds are obtained from trusts established by Governor Baxter, namely the original trust established in 1945 and the larger fund established through his will in 1969 administered by the Boston Safe Deposit and Trust Company. Park operations were financed through the State's General Fund until 1971 when it became self-sufficient, as it was felt that the main purpose of Governor Baxter's bequests was to release the State from any obligation for Baxter Park operating costs, except road maintenance.

Responsibility for the operation of Baxter State Park is delegated from the Authority to the Park Director who supervises the managers of the following divisions: Administrative; Forestry, and Park Operations.

PROGRAM: Baxter State Park, being a wilderness area, has many problems unique to itself as far as other parks within Maine are concerned, such as types of campers and hikers, camping facilities, the type of area, and the responsibility for lost persons. The park encompasses 201,018 acres with campgrounds, outlying sites, group areas, and cabins. These overnight facilities have a daily capacity of 1,024 for the 1987 season with a potential seasonal capacity of 153,684. Actual capacity used will average around 50% for the normal camping season which runs between May 15th and October 15th at most campgrounds.

The following use statistics are presented on a calendar year basis in order to better reflect a full seasons operation:

BAXTER STATE PARK

Statistical Use Information:	**1986**	**1985**	**1984**	**1983**	**1982**
SUMMER SEASON (5-15—10-15)					
USE—BY TYPE:					
Day Use	41,589	40,613	41,727	38,137	40,892
Transient	12,267	10,501	8,903	9,923	11,860
Camper	20,415	21,033	18,819	20,975	22,098
Lodge Guests	767	666	726	449	1,281
TOTAL PEOPLE	75,038	72,813	70,175	69,484	76,131
MISCELLANEOUS:					
Camper Days	53,776	56,627	54,808	57,814	56,982
Average Stay (Days)	2.63	2.69	2.9	2.40	2.58
Number of Vehicles	26,674	24,966	23,450	24,110	25,062
Recreational Visitor Days	107,632	107,741	105,438	105,874	109,734

WINTER SEASON (12-1—4-1)	**1986/87**	**1985/86**	**1984/85**	**1983/84**	**1982/83**
USE—BY TYPE:					
Day Use	1,200	1,126	1,573	977	594
Campers	459	810	439	1,549	1,070
TOTAL PEOPLE	1,659	1,936	2,012	2,526	1,664
MISCELLANEOUS:					
Technical Climbing	436	585	1,026	867	770
General Climbers	483	818	548	682	300
CAMPER DAY TOTAL	919	1,403	1,574	1,549	1,070
Skiing/Snowshoeing	32	26	207	77	83
Snowmobiling	1,168	1,100	1,366	900	511
DAY USE TOTAL	1,200	1,126	1,573	977	594
Recreational Visitor Days	2,119	2,529	4,721	4,075	2,734

Financial Information:	**1986/87**	**1985/86**	**1984/85**	**1983**	**1982**
REVENUE:					
Net from Operations	$ 285,288	$ 284,335	$267,447	$263,475	$269,527
Trust Fund	770,000	635,028	495,000	500,000	586,269
Miscellaneous	11,729	11,752	10,713	17,485	8,248
Forestry	(2,758)	156,773	61,817	4,726	—
TOTAL	$1,064,259	$1,087,888	$834,977	$785,686	$864,044
EXPENDITURES:					
Personal Services	$ 665,812	$ 617,734	$569,007	$546,760	$599,355
All Other	294,099	266,299	225,612	$246,216	$184,590
Capital	35,757	214,084	31,067	43,769	50,829
TOTAL	$ 995,668	$1,098,117	$825,686	$836,745	$834,774

LICENSES, PERMITS, ETC.:

Licenses:

The Baxter State Park Authority is authorized to issue non-resident fishing licenses on behalf of the Department of Inland Fisheries and Wildlife.

Permits:

The Baxter State Park Authority authorizes the issuance of Entrance Permits for day use, overnight use, and seasonal use. The Authority also authorizes the issuance of advance reservations for all overnight facilities in Baxter State Park.

Certificates:

The Baxter State Park Authority authorizes the award of certificates of appreciation for volunteers who provide services to Baxter State Park.

Contracts:

The Baxter State Park Authority issues contracts for the following services: Operation of Daicey Pond and Kidney Pond Campgrounds, Rubbish Removal and Janitorial. Search and Rescue services are provided by Maine Dept. of Inland Fisheries and Wildlife.

PUBLICATIONS:

1	Baxter State Park Hiking Guide	$ .50
2	Baxter State Park Guide	.50
3	DELORME Map	4.15
4	Guide to Baxter State Park and Katahdin by Stephen Clark	9.40
5	Clark Map	4.15
6	Patches	3.00
7	Behold the Mountain	5.20
8	At Timberline: A Nature Guide to the Mountains of the Northeast	14.65
9	Maine Mountain Guide, AMC	10.45
10	Allagash and St. John Map	4.15
11	Appalachian Trail Map (large Poster Map, Maine to Georgia)	4.75
12	Guide to the Appalachian Trail in Maine	15.25
13	Map #1	2.65
14	Map #2	2.65
15	Map #3	2.65
16	Topographic Maps	2.00
17	Animal Tracks	.25
18	Don't Die on the Mountain (Safety)	1.65
19	Eastern Birds of Prey	7.30
20	Frostbite (Safety)	1.65
21	Katahdin Skylines and Geology	7.30
22	Maine Atlas	10.45
23	Mountain Flowers of New England	6.85
24	River Guide, AMC	8.35
25	Track Finder	1.60
26	Legacy of a Lifetime	16.80
27	Decal	1.00
28	Remote Trout Pond	8.35
29	Guide to Cross-Country Skiing	9.40
30	Pocket Guide to the Maine Outdoors	10.45

(All prices include tax)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BAXTER STATE PARK AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	538,453		538,453			
Health Benefits	32,369		32,369			
Retirement	90,192		90,192			
Other Fringe Benefits	4,798		4,798			
Other Contractual Service	210,610		210,610			
Rents	4,052		4,052			
Commodities	59,319		59,319			
Buildings and Improvement	2,479		2,479			
Equipment	33,278		33,278			
Interest—Debt Retirement	88		88			
Transfers to Other Funds	20,029		20,029			
TOTAL EXPENDITURES	995,667		995,667			

MAINE BLUEBERRY COMMISSION

ROBERT H. FOSTER, CHAIRMAN
EDWARD J. McLAUGHLIN, Executive Director

Central Office: Coburn Hall, Univ. of Me., Orono *Telephone:* 581-1476
Mail Address: Coburn Hall, Univ. of Me., Orono, Maine 04469

Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 294; *Citation:* 36 M.R.S.A., Sect. 4312-B

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: In 1945, the blueberry industry of the state requested the Legislature to establish an industry tax to generate dedicated revenue to be used for the purpose of research and extension programs relating to the production and marketing of blueberries. Over the years, this tax has been increased for the purpose of advertising and promoting the use of blueberries. The Blueberry Commission has the responsibility for allocation and administration of blueberry tax funds. Currently the tax is at the rate of ½ cent per pound from blueberry growers and ½ cent from processors or shippers for a total of 1¢ per pound of blueberries produced or processed in the state.

ORGANIZATION: Legislation passed in 1984 provided that the Blueberry Commission consist of eight members appointed by the Commissioner of Agriculture, Food, and Rural Resources. The Commission elects a chairman from among its members and employs an executive director to handle the administrative responsibilities of the blueberry tax programs.

This legislation also provides for a Blueberry Advisory Committee of seven members who are appointed by the Blueberry Commission. The Advisory Committee works with the University of Maine to develop research and extension programs to serve the interests of the blueberry industry.

PROGRAM: The 1984 legislation provides that blueberry tax revenue be allocated as follows: 30% for research and extension programs at the University of Maine; 25% for market development and promotion; no more than 15% for administration; and the balance of funds to be used for research or promotion as may be determined by the Commission.

Most of the research and all of the extension activities are programmed through the Maine Agricultural Experiment Station and the Cooperative Extension Service at the University of Maine. The Experiment Station maintains a research farm known as Blueberry Hill in the town of Jonesboro. In recent years, and largely due to new technology generated through the Agricultural Experiment Station, the production of blueberries in Maine has approximately doubled from a 5-year average of 19 million pounds prior to 1981 to a 5-year average of 38 million pounds in 1986.

Market development and promotion activities are carried out primarily through the allocation of funds to two trade organizations: The Wild Blueberry Association of North America (WBANA), and the North American Blueberry Council (NABC). These organizations conduct blueberry promotions for the export market as well as national advertising for the domestic markets. Special emphasis is given to the food service trade such as restaurants, bakeries, and lunch programs.

Other activities funded by the Commission include a direct mail campaign with Maine restaurants and exhibits at trade shows, fairs, and shopping malls. Some activities are carried out in cooperation with the Bureau of Marketing in the Department of Agriculture, Food and Rural Resources.

Faced with large production increases, both in Maine and other blueberry producing areas, the promotional programs funded by the Blueberry Commission have been a major factor in marketing blueberries commensurate with the increased production.

PUBLICATIONS: Bulletins and Newsletters published by the Maine Agricultural Experiment Station and the Cooperative Extension Service at the University of Maine, Orono, Maine.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE BLUEBERRY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	14,574		14,574			
Health Benefits	397		397			
Retirement	3,154		3,154			
Other Fringe Benefits	199		199			
Other Contractual Service	9,633		9,633			
Commodities	4,814		4,814			
Grants—Subsidies—Pensions	415,306		415,306			
Transfers to Other Funds	5,800		5,800			
TOTAL EXPENDITURES	453,877		453,877			

BLUEBERRY ADVISORY COMMITTEE

CARY NASH, CHAIRMAN

Central Office: Coburn Hall, UMO, Orono *Telephone:* 581-1476
Mail Address: Coburn Hall, UMO, Orono, Maine 04469

Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 426; *Citation:* 36 M.R.S.A., Sect. 4312

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Blueberry Advisory Committee was originally constituted in 1945 when the Blueberry Tax program was initiated for the purpose of providing supplemental funds for research and extension programs at the University of Maine.

The function of the Advisory Committee was to work with the Director of the Maine Agricultural Experiment Station and the Director of the Cooperative Extension Service in an advisory capacity. While the function of the Committee remains essentially the same, legislation enacted in 1984 changed the status of the Committee by having the committee members appointed by the Maine Blueberry Commission instead of by the University of Maine. In 1985 legislation was passed to delete the words "University of Maine" from the name of the Blueberry Advisory Committee. In essence the Blueberry Advisory Committee is a standing Committee of the Blueberry Commission and reports to the Commission.

ORGANIZATION: The Blueberry Advisory Committee consists of seven members who serve staggered terms of four years. Members of the Advisory Committee may not be reappointed for successive terms. Committee members elect their own chairman and meetings are scheduled in conjunction with the Directors of the Maine Agricultural Experiment Station and the Cooperative Extension Service. The Blueberry Commission has also designated the Executive Director of the Commission to act as an ex-officio member of the Advisory Committee.

PROGRAM: Activities and program are included with the report of the Maine Blueberry Commission.

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

CHILDREN'S RESIDENTIAL TREATMENT COMMITTEE

Central Office: State Office Bldg., (MH&MR), Augusta; *Floor:* 4 *Telephone:* 289-4202
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: September 19, 1985

Reference: Policy Area: 03; *Umbrella:* 90; *Unit:* 484; *Citation:* 22 M.R.S.A., Sect. 8151

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Children's Residential Treatment Committee is an interdepartmental committee established to develop and coordinate the State's role in contracting for the placement of children in need of treatment in residential treatment centers.

ORGANIZATION: The Committee is composed of the Commissioner of Educational and Cultural Services; the Commissioner of Human Services; the Commissioner of Mental Health and Mental Retardation and the Commissioner of Corrections or their designees.

PROGRAM: The statute authorizing the Children's Residential Treatment Committee was amended by the First Regular Session of the Maine Legislature. The Committee is responsible to develop overall state policies for placement of children in need of treatment in residential treatment centers. The Committee is charged to develop a plan to implement those policies and determine the number of children who need residential treatment services. The committee has worked in conjunction with the Residential Treatment Centers Advisory Group to develop a needs assessment format and the draft rate setting regulations and contract procedures. The Committee recommends to the four departments a coordinated approach to residential treatment rate setting, contract development and program management.

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

BOARD OF THE MAINE CHILDREN'S TRUST FUND

RAYMOND COOK, EXECUTIVE DIRECTOR

Central Office: 2 Central Plaza, Augusta *Telephone:* 289-2044
Mail Address: 2 Central Plaza, Augusta, Maine 04330

Established: September 19, 1985

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 175; *Citation:* 22 M.R.S.A., Section 4083

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The purpose of the Maine Children's Trust Fund is to provide a mechanism for voluntary contributions by Maine taxpayers through an income tax checkoff for funding of programs designed to prevent abuse, neglect and mental illness among Maine children. This funding is intended primarily to support local prevention programs which do not duplicate other state-funded programs.

ORGANIZATION: The Board of the Maine Children's Trust Fund shall consist of 9 public members appointed by the Governor for terms of 3 years, except of those first appointed, 3 shall be appointed for a term of 3 years, 3 shall be appointed for a term of 2 years and 3 shall be appointed for a term of one year. The public members shall, as far as practicable, be representative of the following groups: parents; business and labor; the legal community; the religious community; and providers of child abuse and neglect prevention services. The Governor shall annually appoint one of the public members to serve as chairman.

PROGRAM: The Board of the Maine Children's Trust Fund shall: 1) develop a state plan for the distribution of money in the fund and distribute money in accordance with the plan; 2) provide for the coordination and exchange of information on the establishment and maintenance of prevention programs; 3) develop rules and publicize criteria for awarding grants to eligible organizations; 4) review applications for grants and approve applications which it considers best addresses the purposes of the fund; 5) review, approve and monitor the expenditure of grants awarded; and, 6) provide state-wide education and public information to develop public awareness concerning child abuse, neglect and mental illness.

During FY '87, the Board of the Maine Children's Trust Fund focused its activities on developing public awareness of the Children's Trust Fund check-off on the state income tax return in order to increase donations to child abuse prevention. Nearly 600,000 posters, fact cards and newsletter articles, along with hundreds of radio and television public service announcements resulted in a 30% increase in taxpayer contributions (from approx. $70,000 in FY '86 to approx. $90,000 in FY '87).

The Board also held eleven regular monthly meetings and one two-day retreat; developed a Mission Statement, Goals and Objectives and Board Procedures; and created a committee structure which provides for participation by Board members and representatives of other agencies or groups.

FY '88 activities will include the development of grant criteria and the award of the Maine Children's Trust Fund's first grants for local child abuse prevention programs.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF THE MAINE CHILDREN'S TRUST FUND	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	21,870		21,870			
Health Benefits	1,342		1,342			
Retirement	4,696		4,696			
Other Fringe Benefits	378		378			
Other Contractual Service	4,125		4,125			
Rents	2,025		2,025			
Commodities	469		469			
TOTAL EXPENDITURES	34,905		34,905			

MAINE ADVISORY COMMITTEE ON CHILDREN WITH SPECIAL NEEDS

JANE WEIL, CHAIRPERSON

Central Office: Room 411, State Office Building, Augusta *Telephone:* 289-4250
Mail Address: Statehouse Station #40, Augusta, Maine 04333

Established: September 19, 1985

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 482; *Citation:* 34B M.R.S.A., 6241

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To act in an advisory capacity to the Commissioner of the Department of Mental Health and Mental Retardation, and to the Director of the Bureau of Children with Special Needs, in assessing programs, planning future activities and developing the means to meet the needs of children in need of treatment and their families.

ORGANIZATION: The committee shall consist of 15 members appointed by the Governor, with due consideration given in the appointments to including parents or relatives of children in need of treatment, providers of service to these children and representatives of state agencies concerned with children.

The chairperson is named by the Governor and members shall serve for staggered three year terms.

PROGRAM: The committee meets monthly. During the past year, the Committee assisted and advised the Commissioner in the hiring of the Bureau Director; reviewed programs and legislation significantly impacting children in need of treatment and their families, and provided programmatic and fiscal advice to the Department as well as other state and national bodies; and assisted in the development of a biennial plan for children with special needs. Currently the Committee is focussing on identifying strategies to recruit and retain, particularly in rural areas, children's services professional staff; as well as the current distribution, cost and effectiveness of children's mental health services. Additional long range goals and objectives are currently under development.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $4,000 in FY 87 and are, by administrative decision, included with those of Bureau of Children with Special Needs.

CITIZENS' FORESTRY ADVISORY COUNCIL

HOWARD SPENCER, CHAIRMAN

Central Office: Augusta *Telephone:* 289-2211
Mail Address: Statehouse Station #22, Augusta, Maine 04333
Established: September 19, 1985
Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 177; *Citation:* 12 M.R.S.A., Section 5101B
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Citizens' Forestry Advisory Council was created to advise the Commissioner of Conservation on all aspects of the Forests For the Future Program, and to review all interim and final products of the program. The CFAC serves as the link between the public and the Forests For the Future Program.

ORGANIZATION: The seven members of the Council are appointed to five-year terms by the Governor and approved by the Legislature. A chairman is elected by the Council.

PROGRAM: The Citizens' Forestry Advisory Council meets periodically to review documents, discuss issues, and to gather public input. During fiscal year 1987 the Council held six business meetings to review reports and other work efforts of the Forests for the Future Program. Much of the Council's effort was directed at developing forest goals for the state.

PUBLICATIONS:

Forests for the Future Program—Creating a Forest Policy for the State of Maine. Brochure. Free. Available on request.
Annual Progress Report for the Forests for the Future Program and the Citizens' Forestry Advisory Council.
The Forests of Maine—Yesterday, Today, Tomorrow. Information Digest on the forests of Maine. Free. Available on request.
Report on the Demand for Forest Products in Maine. Free. Available on request.

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

CIVIL AIR PATROL

COLONEL DAVID J. BRAUN, WING COMMANDER
MAJOR EMERY NASON, Deputy Commander

Central Office: Naval Reserve Center, Augusta; *Floor:* 2 *Telephone:* 207-622-7722
Mail Address: P.O. Box 122, Bath, Maine 04530

Established: 1941 *Sunset Review:* Not Established

Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 238; *Citation:* 6 M.R.S.A., Sect. 301

Average Count—All Positions: 0 *Legislative Count:* 0

Organizational Units:
A. Wing Headquarters—Augusta, Maine
B. Subordinate Units:
   1. Auburn Composite Squadron—Auburn
   2. Augusta-Gardiner Composite Squadron—Augusta
   3. Bangor-Brewer Composite Squadron—Bangor
   4. Mid-Coast Composite Squadron—Wiscasset
   5. Caribou Composite Squadron—Caribou
   6. Dexter Senior Squadron—Dexter
   7. Down-East Patrol Composite Squadron—Ellsworth
   8. Cumberland County Composite Squadron—South Portland
   9. Liberty Cadet Squadron—Berwick
   10. Pinetree Senior Squadron—Auburn
   11. Waterville Composite Squadron—Waterville
   12. St. Croix Composite Squadron—Calais

PURPOSE: The Civil Air Patrol (CAP) provides an organization to aid United States citizens through the contribution of their efforts, services and resources in the maintenance of aerospace supremacy; the voluntary contribution to the public welfare with adequate facilities to assist in meeting local, state and national emergencies, particularly air search and rescue. To accomplish the purposes for which it was chartered, CAP:

(1) Conducts a continuous nationwide internal and external program of aerospace education, including the coordination of workshops conducted at colleges and universities.

(2) Conducts a comprehensive cadet program, including an International Air Cadet Exchange, special activities, and supervision of encampments at Air Force installations as described in AFR 46-3.

(3) Maintains an emergency service capability to meet the requests of the Air Force for search and rescue, disaster relief, and other noncombat missions as described in AFR 46-5.

(4) Conducts a comprehensive Senior Training Program to provide qualified personnel at all levels of CAP.

(5) Assists local, state, and other Federal agencies in emergency operations or activities.

(6) Conducts a flight management program for assigned aircrew members and a maintenance management program for corporate possessed aircraft.

(7) Maintains a nationwide communications capability to support emergency services operations and to conduct official CAP business.

(8) Assists the Air Force recruiting program.

ORGANIZATION: The Civil Air Patrol (CAP) is an auxiliary of the U.S. Air Force, and a nonprofit corporation which functions in accordance with its constitution, bylaws, regulations, and other directives issued by the National Headquarters. It was formed on December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became an auxiliary of the United States Air Force. The Secretary of the Air Force is given authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of noncombatant missions of the Air Force.

The Organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters—Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings—one for each state, the District of Columbia, and Puerto Rico. A wing is comprised of a wing headquarters unit and all units within geographical boundaries of a state. Wing Commanders are appointed by the National Headquarters and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements in the conduct of cadet programs; and Composite Squadrons, composed of both senior and cadet members and conducting both senior and cadet programs.

PROGRAM: The activities of the Maine Wing Civil Air Patrol (CAP) are administered by the Wing Headquarters located in Augusta at the Naval Reserve Center, Capital Park, with a field organization consisting of twelve squadrons located throughout the State.

At the Wing Headquarters a mission control center is maintained in operational status with telephone and radio communications facilities and other equipment to conduct air search missions on a local or state-wide basis.

During search missions one or several mission control centers may be established and used depending on the area of the state to be searched and number of aircraft and personnel involved.

During the last fiscal year aircraft and personnel of the Maine Wing CAP spent in excess of twenty-five hundred hours searching the state. Every aircraft flying today is required to have an Emergency Locator Transmitter aboard. When one of these starts transmitting because of a crash, malfunction or human error it is necessary to dispatch search aircraft or ground teams to locate the signal source because it is being transmitted on a distress frequency. Maine Wing aircraft located several aircraft by means of ELT's (Emergency Locator Transmitters) and were also involved in missing aircraft searches and flood relief efforts during the last fiscal year.

Six corporate aircraft are presently located in the State of Maine: Augusta State Airport—one Cessna 172, Wiscasset—Lake Amphibian, Dexter—one Piper 140, Bar Harbor—one Cessna 172, Presque Isle—one Cessna 172, Princeton—one Cessna 150.

Two VHF Repeater Stations are maintained and operated by the Maine Wing at Libby Hill, Auburn and Bald Mountain, Dedham as part of our communications network. Fixed land, ground mobile and air mobile radio stations are used to support our long range and short range networks which span the state.

The Civil Air Patrol Aerospace Education program continues to make available guest speakers and material concerning aviation past, present, and future. Furthermore, a flight simulator is available at Wing Headquarters for flight personnel to use and increase their proficiency.

Cadets of the Maine Wing gained insight into the U.S. Air Force by attending a week long encampment at Loring Air Force Base, Maine during the summer and a survival course was taught by U.S. Navy personnel from NAS Brunswick to cadets and seniors at the Navy Rangeley facility.

PUBLICATIONS:

Publications concerning Civil Air Patrol and prices are available from "The Bookstore," National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

FINANCES, FISCAL YEAR 1987: 6 MRSA, Section 16 provides that expenditures of this unit, which amounted to $5,000 in FY 87, shall be borne by the Department of Transportation. By administrative decision, these funds are included with those of the Bureau of Transportation Services.

STATE CIVIL SERVICE APPEALS BOARD

ANNALEE Z. ROSENBLATT, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-4426
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333

Established: July 1, 1986 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 388; *Citation:* 5 M.R.S.A., Sect. 7081

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Civil Service Appeals Board is established to mediate grievances and disputes and to hear and resolve classification appeals which are filed by employees of the State who are excluded from the collective bargaining process pursuant to 26 MRSA, §§979 and 1021 to 1034.

ORGANIZATION: On July 1, 1986, the State Civil Service Appeals Board was established to perform grievance and appeal functions formerly performed by the State Personnel Board. The Board consists of 5 members of the public who have experience in personnel management or labor relations. Appointments to the Board are made by the Governor with review by the Joint Standing Committee on State Government and confirmation by the Legislature. One member of the Board is designated by the Board as a chairman. Each appointment is for a term of four years until a successor has been appointed and qualified.

PROGRAM: The Board met two times during FY 1987 to hear and decide an employee appeal involving range allocation and two employee appeals involving classification.

PUBLICATIONS:

State Civil Service Appeals Board Procedures for Appeal (free). May be obtained through the Bureau of Human Resources.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $546.94 in FY 87 and are, by administrative decision, included with those of the (Office of) Commissioner of Personnel.

COMMUNITY SERVICES ADVISORY BOARD

JONATHAN W. REITMAN, CHAIRMAN

Central Office: Hallowell, Maine *Telephone:* 289-3771
Mail Address: Statehouse Sta. #73, Augusta, Maine 04333
Established: December 1983 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 462; *Citation:* 5 M.R.S.A., Sect. 3517
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Community Services Advisory Board is to advise the Governor, the Legislature and the Director of the Division of Community Services on programs and policies relative to the Maine Community Services Act.

ORGANIZATION: The Community Services Advisory Board was established in 1983. It consists of 12 members: one member of the House of Representatives appointed by the Speaker of the House; one member of the Senate appointed by the President of the Senate; the Director of the Division of Community Services to serve ex-officio and 9 members appointed by the Governor in the following categories: an executive director of a community action agency, an elected official from one of the municipalities which act as local program operators, 2 representatives from board of directors of community action agencies, 2 recipients of assistance or service from a sub-grantee of the Division of Community Services and 3 members from the general public.

PROGRAM: The Advisory Board has met 11 times during fiscal year 1987. They have provided input and advice to the Division on State Plans and Rules of the various programs administered. In addition, they reviewed several pieces of legislation presenting testimony to several legislative committees on bills important to low-income citizens.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are included with those of the Division of Community Services.

DEPARTMENT OF CONSERVATION

ROBERT R. LaBONTA, COMMISSIONER

Central Office: AMHI—Harlow Building, Augusta; *Floor:* 3 *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056; *Citation:* 12 M.R.S.A., Sect. 5011

Average Count—All Positions: 545 *Legislative Count:* 227

Organizational Units:

- Division of Planning and Program Services
- Administrative Services Division
- Land Use Regulation Commission
- Bureau of Public Lands
- Coastal Island Registry
- Bureau of Forestry (AKA Maine Forest Service)
- Maine Conservation Corps
- Bureau of Parks and Recreation
- Keep Maine Scenic Committee
- Maine Trail Systems Advisory Committee
- Maine Geological Survey
- Division of Real Property Management
- Maine Rivers Program

PURPOSE: The Department of Conservation was established to preserve, protect and enhance the land and water resources of the State of Maine; to encourage the wise use of the State's scenic, mineral and forest resources; to ensure that coordinated planning for the future allocation of lands for recreational, forest production, mining and other public and private uses is effectively accomplished; and to provide for the effective management of public lands.

The primary responsibilities of the Commissioner of the Department of Conservation are to coordinate and supervise the activities and programs of the bureaus and agencies which are part of the Department; to undertake comprehensive planning and analysis with respect to the functions and responsibilities of the Department; to develop and implement procedures and practices to promote economy, efficiency and coordination in and between the various agencies and bureaus of the Department; and to recommend to the Governor and Legislature changes in the laws relating to the organization, functions, services or procedures of the agencies and bureaus.

ORGANIZATION: The Department of Conservation was created in 1973 under State Government reorganization legislation combining the Forestry Department, the Department of Parks and Recreation, the Land Use Regulation Commission, the Bureau of Geology (formerly a division of the Department of Forestry), and the Bureau of Public Lands.

The Commissioner's office is organized into two major divisions, the Division of Planning and Program Services, and the Division of Administrative Services. Legislation passed during the 108th Legislature (effective October 24, 1977) established a Director's position for each of these divisions. Legislation passed during the 112th Legislature (effective July 1, 1984) renamed the Director of the Division of Planning and Program Services, now Deputy Commissioner.

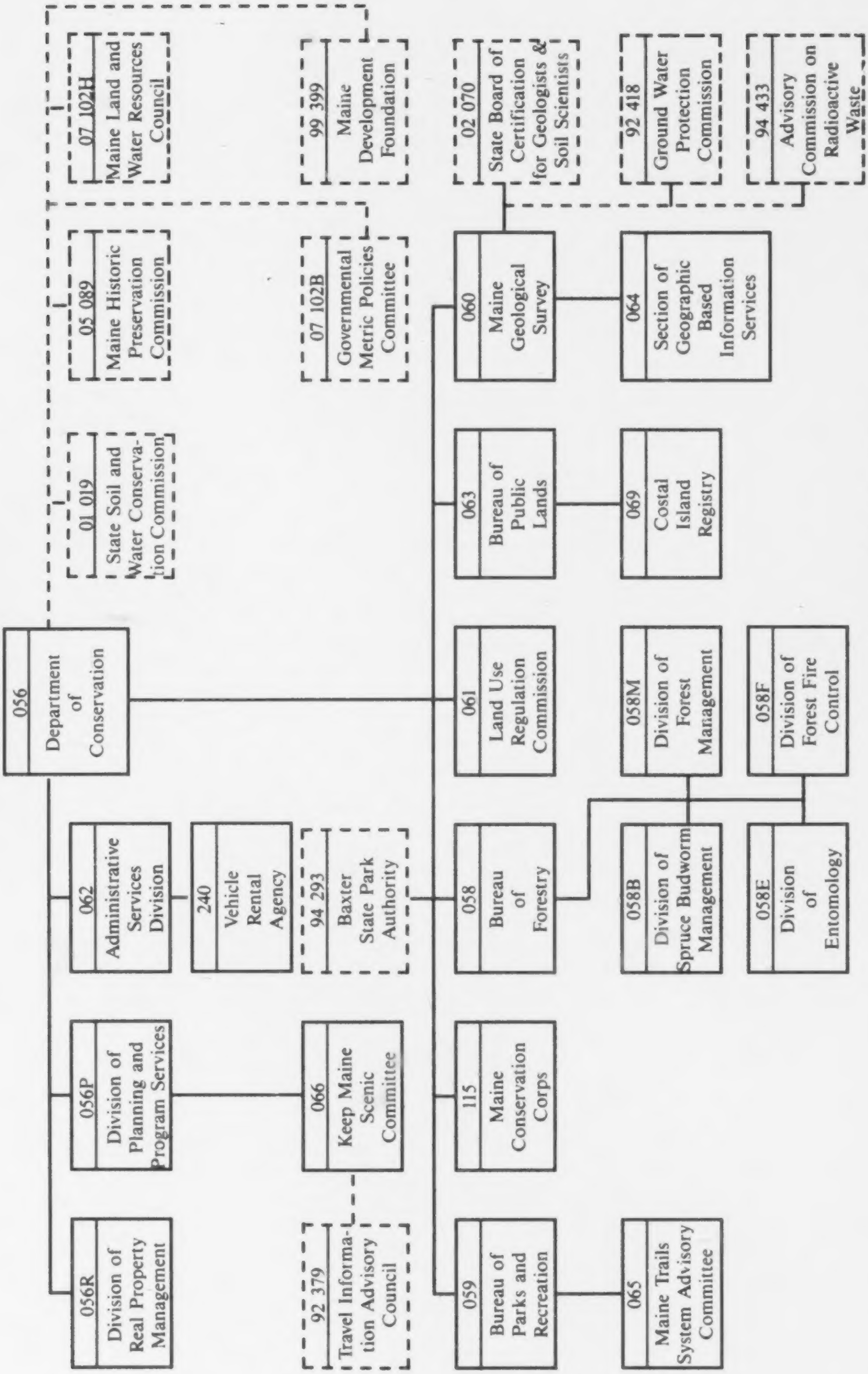
The Division of Planning and Program Services is responsible for the Information and Education function, Maine Conservation Corps, Maine Rivers Program, program review and evaluation, policy development, and long-range departmental planning.

The Division of Administrative Services provides various support services including personnel, budget, audit, accounting, bookkeeping, and central office services.

PROGRAM: Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus and in the Division of Administrative Services and Planning and Program Services.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
DEPARTMENT OF CONSERVATION
UMB 04


056 Department of Conservation
056R Division of Real Property Management
056P Division of Planning and Program Services
062 Administrative Services Division
240 Vehicle Rental Agency
066 Keep Maine Scenic Committee
92 379 Travel Information Advisory Council
94 293 Baxter State Park Authority
01 019 State Soil and Water Conservation Commission
05 089 Maine Historic Preservation Commission
07 102H Maine Land and Water Resources Council
07 102B Governmental Metric Policies Committee
99 399 Maine Development Foundation
059 Bureau of Parks and Recreation
065 Maine Trails System Advisory Committee
115 Maine Conservation Corps
058 Bureau of Forestry
058B Division of Spruce Budworm Management
058E Division of Entomology
058M Division of Forest Management
058F Division of Forest Fire Control
061 Land Use Regulation Commission
063 Bureau of Public Lands
069 Costal Island Registry
060 Maine Geological Survey
064 Section of Geographic Based Information Services
02 070 State Board of Certification for Geologists & Soil Scientists
92 418 Ground Water Protection Commission
94 433 Advisory Commission on Radioactive Waste

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
DEPARTMENT OF CONSERVATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,618,990	8,066,992	1,172,357	-	240,442	139,199
Health Benefits	490,947	401,404	69,038		11,874	8,631
Retirement	1,672,211	1,420,434	189,824		40,232	21,721
Other Fringe Benefits	81,992	71,992	7,648		1,792	560
Computer Services—Comm	25,633	14,284	4,082		3,299	3,968
Computer Services—State	10,384	6,809	3,350		10	215
Other Contractual Service	3,119,577	2,332,216	428,327		243,305	115,729
Rents	306,845	252,032	39,208		7,764	7,841
Commodities	555,638	373,057	81,031		24,488	77,062
Grants—Subsidies—Pensions	970,103	600,220	348,696		21,187	
Purchases of Land	30,000		30,000			
Buildings and Improvement	107,140	47,105	60,035			
Equipment	714,993	417,869	274,646		21,908	570
Interest—Debt Retirement	207,502	591	205,614		94	1,203
Transfers to Other Funds	100,970		57,714		17,269	25,987
TOTAL EXPENDITURES	18,012,925	14,005,005	2,971,570		633,664	402,686

DEPARTMENT OF CONSERVATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	41,914	41,914				
Health Benefits	2,666	2,666				
Retirement	8,413	8,413				
Other Fringe Benefits	102	102				
Computer Services—Comm	409	409				
Computer Services—State	41	41				
Other Contractual Service	446,282	412,443			6,612	27,227
Rents	4,740	1,704				3,036
Commodities	5,484	5,478				6
Buildings and Improvement	44,201	44,201				
Equipment	24,004	11,459			11,700	845
Transfers to Other Funds	85	85				
TOTAL EXPENDITURES	578,341	528,915			18,312	31,114

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)

NORMAND V. RODRIGUE, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 062; *Citation:* 12 M.R.S.A., Sect. 5012

Average Count—All Positions: 25 *Legislative Count:* 19

PURPOSE: Under the overall supervision of the Director, this Division is responsible for financial management including budgeting, accounting, bookkeeping, auditing; business management including purchasing, contracting, leasing, property and inventory recordkeeping, information automation; personnel and labor relations including organization and staff development, position classification, workers' compensation administration, and training. The Division is also responsible for the Vehicle Rental Agency, which is described in its own report section.

ORGANIZATION: The Administrative Services Division is composed of four functional units: Personnel and Labor Relations; Fiscal and Accounting; Business Management; and Vehicle Rental.

PROGRAM: The Division of Administrative Services has three (3) major program objectives:

1. Improve the Department's overall management function and capability through training, management information, and development of administrative policies and procedures.
2. Identify and affect cost saving measures through improved use of human resources, purchasing, contracting, and other administrative systems throughout the Department.
3. Manage and control the fiscal activities of the Department in accordance with statutory and regulatory requirements and in conformity with generally accepted accounting principles.

Major accomplishments in 1986-87 include:

1. Successfully implemented and established the Vehicle Rental Agency (VRA). This pilot project, to test the viability of managing the State's considerable investment in vehicles on a private sector model, was reenacted on a permanent basis by the 113th Legislature. It is now being evaluated for use on a broader scale. (See individual report for the VRA.)
2. A new telephone system was installed at the Department's Old Town complex leading to cost savings and other efficiencies. A similar installation is planned for the Department's Sebago Lake complex.
3. The Division continued to improve its management of workers' compensation caseload by bringing injured employees back to work in physician approved positions.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	531,362	447,318	73,933		10,111	
Health Benefits	28,814	23,218	5,211		385	
Retirement	85,621	70,667	12,801		2,153	
Other Fringe Benefits	2,380	2,011	297		72	
Computer Services—Comm	90	90				
Computer Services—State	3,940	3,940				
Other Contractual Service	58,232	49,808	8,424			
Rents	7,082	6,748	334			
Commodities	12,680	8,856	3,824			
Grants—Subsidies—Pensions	704	704				
Equipment	11,920	11,920				
Transfers to Other Funds	6,721		6,464		257	
TOTAL EXPENDITURES	749,546	625,280	111,288		12,978	

VEHICLE RENTAL AGENCY

WILLIAM PRATT, MANAGER

Central Office: AMHI—VRA Bldg., Augusta *Telephone:* 289-7113
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: July 1, 1985
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 240; *Citation:* 12 M.R.S.A., 5031
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Vehicle Rental Agency was established in the Department of Conservation for the purpose of acquiring and maintaining vehicles for use by department employees on official state business.

ORGANIZATION: The Vehicle Rental Agency is organizationally located in the Department's Division of Administrative Services. It is staffed by a Manager, who reports to the Director of Administrative Services, and a Laborer I.

PROGRAM: The Vehicle Rental Agency made it possible to reduce the pre-VRA fleet size by 43 percent. The fleet composition changed from larger, more expensive vehicles to smaller, more efficient compact and intermediate cars. The average age of the intermediate and compact vehicles was reduced from 7.6 years to 3.5 years and odometer averages dropped from 76,159 to 45,625. By bringing the cost of travel to the attention of program managers in the form of monthly billings, more efficient management resulted thus reducing the miles driven by Department of Conservation (D.O.C.) personnel by 23 percent.

During the past year, the use by outside (non-DOC) agencies has increased from 18 to 29. Outside agencies drove 247,129 miles out of a total of 807,516 miles driven by all VRA customers, or 31 percent of the total. Long term lease miles were 387,187 or 48 percent of total miles driven. Daily rental miles were 420,329 or 52 percent of the total miles. VRA generated $174,378 in revenues; expenditures were $168,945, with a cash balance of $105,955. Seventeen vehicles were purchased during the last year at a cost of $145,527. The new vehicle purchases will lower the average age and mileage of the fleet. It is also expected to lower the amount of vehicle repairs due to the newer condition of the fleet. Due to a scheduled preventative maintenance program, and better daily care, the performance and reliability of the fleet has improved during the past year. No significant adverse effects have been noticed in the past year due to down-sizing the fleet, fleet reduction in total numbers or use by outside agencies.

The range that VRA customers cover is from New Brunswick, Canada to Washington, D.C. and upper New York State.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

VEHICLE RENTAL AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	30,951					30,951
Health Benefits	2,194					2,194
Retirement	5,256					5,256
Other Fringe Benefits	97					97
Other Contractual Service	60,397					60,397
Rents	3,773					3,773
Commodities	53,966					53,966
Equipment	—275					—275
Interest—Debt Retirement	3					3
Transfers to Other Funds	12,814					12,814
TOTAL EXPENDITURES	169,176					169,176

DIVISION OF PLANNING AND PROGRAM SERVICES

SUAN J. BELL, Deputy Commissioner

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: October 24, 1977 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056P; *Citation:* 12 M.R.S.A., Sect. 5012

PURPOSE: The Division of Planning and Program Services is responsible for the Information and Education function, Keep Maine Scenic, program review and evaluation, legislation, policy development, long-range departmental planning, the Maine Conservation Corps, SERVE / Maine, the Maine Rivers Program, and the Forests For the Future Program.

ORGANIZATION: Legislation passed during the 112th Legislature (effective July 1, 1984) renamed the Director of the Division, now Deputy Commissioner.

PROGRAM: The Division has seven sections. They are: Public Information & Education, Legislation, Planning, the Maine Conservation Corps, and SERVE / Maine (The Maine Conservation Corps and SERVE / Maine appear as a separate section of this report), Maine Rivers Program and the Forests For the Future Program. The Division as a whole provides program staff support to the Commissioner and has responsibility for the programs and policies of the Department as a whole.

The goal of the Department of Conservation's Public Information and Education Section is to provide essential information about Department of Conservation programs to the public and to provide information services to the Department's five bureaus.

The Section's activities include: news release and media advisory writing, videotape production, information dissemination, general photography, the provision of audiovisual equipment, coordination of exhibits, shows and special events and publication production and editing. The Section maintains mailing lists of organizations, the Maine media and individuals interested in the Department's activities.

The Section represents the Department on the various related boards and commissions and provides public information services to the Forest Fire Overhead Management Team and the State Emergency Media Team.

During the year and as a service to the bureaus, the Section made a contract for graphic arts services.

The Legislative Section is responsible for coordinating the Department's legislative program with the Legislature and with the Governor's Office. The Section assists in the development and preparation of legislation, the presentation of legislation to interested groups, as well as the Legislature, coordinates communication from the Legislature to the Department and its various bureaus, evaluates legislation which is presented by those outside the Department, and advises the Governor's Office on the merits of legislation presented to him for his signature.

The Planning Section coordinates the development and review of Department policy papers, coordinates the work of various bureaus on matters of inter-bureau concern, and assists various bureaus on matters of Departmentwide concern.

The Division also responds to requests from other Departments and the Governor's Office for information concerning Departmental programs, affirmative action, federal grant applications, and natural resources' issues of inter-Departmental concern.

The Maine Rivers Program was created in 1985 to coordinate the planning and management of recreation on Maine rivers, assure public access to the State's rivers, and provide for the protection of river resources. The program is managed by the Maine Rivers Coordinator, who works with state agencies, river corridor commissions, and other groups to implement both long-range recreation management plans, and to facilitate site specific improvements to recreation facilities along rivers.

In 1985, the 112th Maine Legislature established the Maine Forests For the Future Program (Chapter 488, Public Laws of 1985). The Legislature recognized the importance of Maine's forests in supplying wood and fiber products to industries for fuel, fisheries and wildlife habitat, recreational opportunities, and other valuable economic, social and environmental benefits for Maine people. The Legislature also recognized that increasing demands for these various products and uses, as well as the losses to spruce budworm in the last decade, have raised concern about the long-term sustainability of Maine's forest resources.

The Legislature placed the Forest for the Future Program under the direction of the Commissioner of the Department of Conservation, and directed it to develop forest policies for the State of Maine that will assure a continuous supply of forest resources to meet Maine's future needs.

PUBLICATIONS:

Each of the following publications are available "free of charge" from the Department of Conservation.

1. Outdoors in Maine
2. Maine's Public Boating Facilities Program
3. The Forests of Maine
4. The Challenge of Abundance: Forest Marketing and Assessment Program
5. Maine's Public Reserved Lands: Recreational Opportunities in the Heart of the Northwoods
6. Forests For the Future Program
7. Guide to Cross Country Skiing on Maine's State Parks and Public Reserved Lands
8. Your Islands on the Coast

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PLANNING AND PROGRAM SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,269	11,269				
Health Benefits	782	782				
Retirement	1,937	1,937				
Other Fringe Benefits	133	133				
Other Contractual Service	1,047	1,047				
TOTAL EXPENDITURES	15,168	15,168				

DIVISION OF REAL PROPERTY MANAGEMENT

FRED M. BARTLETT, DIRECTOR

Central Office: AMHI—Harlow Bldg., Augusta *Telephone:* 289-3821
Mail Address: Statehouse Sta. #22, Augusta, Maine
Established: June 30, 1984 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056R; *Citation:* 12 M.R.S.A., Sect. 5012
Average Count—All Positions: 10 *Legislative Count:* 10

PURPOSE: The Division of Real Property Management is responsible for providing technical services to all Bureaus within the Department on all matters relating to engineering and realty.

ORGANIZATION: The Division of Real Property Management was established by PL 1984, Chap. 824, Part A, effective July 1, 1984. This Division has two functional units: 1. Engineering and 2. Realty. The Engineering Section is staffed with professional engineers, a landscape architect, and building technicians. The Realty Section is staffed with an appraiser and a land surveyor.

PROGRAM: The Division designed and engineered some $500,000 in repairs and minor capital improvements. Three Bureau of Forestry properties were sold at auction which netted $135,000 for capital improvements at Gray and Jefferson. Various market value appraisals were secured to support land purchases being negotiated. Technical support was provided for the Public Lots exchanges and land sales.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF REAL PROPERTY MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	236,207	236,207				
Health Benefits	12,256	12,256				
Retirement	40,088	40,088				
Other Fringe Benefits	792	792				
Other Contractual Service	4,222	4,222				
Rents	4,726	4,726				
Commodities	2,123	2,123				
Equipment	11,097	11,097				
TOTAL EXPENDITURES	311,511	311,511				

MAINE CONSERVATION CORPS

KENNETH SPALDING, DIRECTOR

Central Office: Harlow Bldg., Augusta *Telephone:* 289-2211
Mail Address: Statehouse Station #22, Augusta, Maine 04333
Established: December 1983
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 115; *Citation:* 12 M.R.S.A., Sect. 5151

PURPOSE: The Maine Conservation Corps is responsible for creating employment and training opportunities for Maine's economically disadvantaged and unemployed on projects which improve and enhance public property and resources, or which improve property owned by private non-profit organizations if the work accomplished is for a valid public purpose. The program is designed to achieve its purpose by working cooperatively and sharing staffing and funding resources with funded job training agencies and public or private non-profit land managing agencies. The SERVE / Maine program develops volunteer jobs in conservation related agencies and recruits and places volunteers in those positions.

ORGANIZATION: The Maine Conservation Corps is a unit within the Division of Planning and Program Services, Department of Conservation. The unit is staffed by one full-time, year-round Director. Seasonal project staff and volunteers are employed as required to accomplish work projects.

PROGRAM: In 1986, the Maine Conservation Corps operated 24 projects which employed 109 corpsmembers. Generally, the corpsmembers were employed 32 hours per week for 8 weeks. The majority of projects were undertaken during the summer months. Corpsmembers were all economically disadvantaged and were joint clients of local agencies funded under the federal Job Training Partnership Act (JTPA). During the 1986 season, 32,341 hours of labor were performed on projects with the Bureau of Public Lands, Bureau of Parks and Recreation, Department of Inland Fisheries and Wildlife, Roosevelt-Campobello International Park, Lincoln County Cultural and Historical Society, Maine Appalachian Trail Club, Pine Tree State Arboretum, Saco River Recreational Council, Wells National Estuarine Research Reserve, Bangor Parks and Recreation Department, Caribou Transplant Corporation, Auburn Parks and Recreation Department, and Town of Randolph. The value of work performed by MCC corpsmembers was estimated at $306,471.

The SERVE / Maine volunteer program had its first full year of operation in 1986. A volunteer assumed the responsibility for developing and managing the entire SERVE/Maine program and devoted essentially full time to the program for the entire calendar year. During this time, 340 volunteers contributed 7,861 hours to 11 public natural resource agencies through SERVE/Maine. The direct net value of contributed labor, material, and expenses totalled more than $58,000.

PUBLICATIONS:

"The Maine Conservation Corps in 1985: The Third Year Program" April, [illegible] Available at no charge from the Maine Conservation Corps, Department of Conservation, State House Station #22, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CONSERVATION CORPS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	53,443	46,958	6,485			
Health Benefits	1,960	1,945	15			
Retirement	9,167	8,366	801			
Other Fringe Benefits	475	407	68			
Other Contractual Service	70,237	48,806	21,431			
Rents	6,806	6,806				
Commodities	1,464	1,464				
Grants—Subsidies—Pensions	3,050	3,050				
Interest—Debt Retirement	41	41				
Transfers to Other Funds	1,303		1,303			
TOTAL EXPENDITURES	147,946	117,843	30,103			

BUREAU OF FORESTRY (also known as MAINE FOREST SERVICE)

KENNETH G. STRATTON, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 2 *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1891 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058; *Citation:* 12 M.R.S.A., Sect. 8001
Average Count—All Positions: 297 *Legislative Count:* 135.5
Organizational Units:
Division of Forest Management and Utilization
Division of Forest Fire Control
Division of Entomology
Division of Spruce Budworm Management

PURPOSE: The Bureau of Forestry, also known as Maine Forest Service, was established to ensure for present and future generations of Maine citizens the greatest economic and social benefits from trees and the forest lands of the State. The primary responsibilities of the Bureau are: to encourage and promote appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to woodland owners; to produce, distribute and plant forest seedlings to aid in accomplishment of these forest land management practices; to promote improved markets, utilization and manufacture of forest products, to maintain a thriving forest industry; to initiate and maintain up-to-date economic data, including a forest inventory for purposes of identifying current and future forest industry trends; to promote productivity and current use as the basis for forest land taxation; to encourage long-term forest management objectives; to protect the forest resource from fire, insects, diseases and other natural enemies; to encourage and promote the planting, care and protection of shade trees, shrubs and forest growth by individuals, municipalities and State agencies to maintain and improve the scenic beauty, wildlife habitat and recreational values of Maine, to determine, encourage and conduct needed research in forest resource and shade tree management; and to develop through information, education and formal publications a greater public awareness and appreciation of forests as Maine's basic economy and renewable resource, of the need to protect the forest resource, and of the economic and social benefits to be derived from multiple use of forest lands.

ORGANIZATION: The Bureau of Forestry originated in 1824 with the appointment of a Land Agent who, in 1891, was also designated Forest Commissioner. The Land Agent title was abolished in 1923 and the Agent's duties were assigned to the Forest Commissioner. In 1965, the Maine Forest Service which had evolved under the Commissioner was statutorily recognized as the Forestry Department. State Government reorganization legislation of 1973 renamed the Department as the Bureau of Forestry within the newly-created Department of Conservation, and designated the Forest Commissioner as Director of the Bureau of Forestry.

The Bureau is divided into 4 functional divisions. They are Forest Fire Control, Forest Management and Utilization, Entomology, and Spruce Budworm Management. Each division is administered by a chief executive officer who is in charge of all division activities. Field operations are administered through functional regional supervisors.

PROGRAM: The Bureau of Forestry's total program is reflected in the program statements of the various Divisions. In addition, the Director's office coordinates Bureau information and education activities, planning responsibilities, budget preparation, and legislative and grant proposals.

The environmental program "Project Learning Tree" is promoted.

LICENSES, PERMITS, ETC.:

Permit:

- Campfire (Unorganized Territories)
- Gypsy Moth Quarantine
- Open Burning of Slash and Debris

PUBLICATIONS:

Publications are listed by Division

The Maine Forest: Its Future, A Plan and Perspective of the Maine Forest Service

Project Learning Tree, an educational program about the forest for grades K-12, was introduced in many Maine schools.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF FORESTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	84,873	62,433			22,440	
Health Benefits	4,673	3,012			1,661	
Retirement	8,621	4,754			3,867	
Other Fringe Benefits	219	184			35	
Computer Services—Comm	70	70				
Computer Services—State	50	50				
Other Contractual Service	12,763	8,536	4,227			
Rents	2,283	2,283				
Commodities	1,329	1,274	55			
Transfers to Other Funds	405		41		364	
TOTAL EXPENDITURES	115,286	82,596	4,323		28,367	

DIVISION OF FOREST FIRE CONTROL

GEORGE BOURASSA, SUPERVISOR

Central Office: AMHI, Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058F; *Citation:* 12 M.R.S.A., Sect. 8901
Average Count—All Positions: 184 *Legislative Count:* 102.5

PURPOSE: The primary objective of this Division is to provide forest fire protection at the least cost with minimum damage to Maine's 17,749,000 acres. This objective is accomplished by doing four major tasks (1) prevention—25% to 30% of time and funds are expended in this effort, (2) detection—presently utilizing 30 towers and 10 detection aircraft, (3) presuppression—training of municipal and Division employees and maintenance and development of specialized equipment, (4) suppression—extinguishing fires that do occur.

ORGANIZATION: In 1891 the Office of Forest Commissioner was established resulting from action by the Legislature to establish a Forest Commission for the protection of the forest. Until this time this office had been known as the Land Office and the Land Agent. In 1909 an act creating the Maine Forestry District was approved giving forest fire protection throughout the "Unorganized Towns" and some plantations. The disastrous forest fires of 1947 gave stimulus for statute changes in 1949 that made the Forest Commissioner responsible for *all* forest fire control over the entire State. The Department of Conservation was established in 1973, the Maine Forestry Department, also called the Maine Forest Service, became the Bureau of Forestry under Conservation, and Fire Control was assigned to the Bureau as the Division of Forest Fire Control.

PROGRAM: The goal of the Division is to keep the acreage burned to less than .02 of 1% of the total acreage of the State and hold fire occurrence to 59 fires per million acres protected (1,000 fires). During 1986 there were 734 forest fires burning 2,618 acres.

Forest fire prevention continues to play a very important role in meeting the Division's objectives. Fire Prevention consists of activities such as public service announcements, newspaper articles, Smokey Bear Programs in schools, law enforcement, and spark arrestor inspections on chainsaws, skidders, and other equipment used in the woods.

Presuppression or preparedness is another key to a successful forest fire control program. Continued efforts are maintained in building and equipment maintenance. Most of this work is done by Division personnel.

Many hours of training, both in-service and with volunteer and municipal groups, was conducted throughout the State. In addition, special training programs were developed for hotshot crews, scouts, and industry personnel in forest fire suppression techniques. Three specially trained and equipped fire overhead teams were trained and maintained.

LICENSES, PERMITS, ETC.:

Permits:
  Burning Permits

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF FOREST FIRE CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,193,390	3,161,490			31,900	
Health Benefits	179,512	178,351			1,161	
Retirement	629,684	624,425			5,259	
Other Fringe Benefits	40,102	39,766			336	
Computer Services—Comm.	78	78				
Computer Services—State	1,945	1,945				
Other Contractual Service	1,254,994	1,159,060			95,934	
Rents	122,538	122,538				
Commodities	185,555	183,765			1,790	
Grants—Subsidies—Pensions	270,212	251,131			19,081	
Buildings and Improvement	20,469	2,904	17,565			
Equipment	259,939	259,939				
Interest—Debt Retirement	413	413				
Transfers to Other Funds	554				554	
TOTAL EXPENDITURES	6,159,385	5,985,805	17,565		156,015	

DIVISION OF FOREST MANAGEMENT AND UTILIZATION

VLADEK (KIM) KOLMAN, DIRECTOR

Central Office: AMHI, Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1947 *Sunset Review Required no later than:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058M; *Citation:* 12 M.R.S.A., Sect. 8002

Average Count—All Positions: 85 *Legislative Count:* 14

PURPOSE: The primary function of the Forest Management and Utilization Division is to (1) motivate and technically assist forest owners to properly manage their woodlands; (2) technically assist forest product operators and wood using mills for product marketing and utilization; (3) technically assist municipalities on care and maintenance of shade trees; (4) maintain a State forest nursery for production of tree seedlings and wildlife shrubs; (5) conduct genetic tree improvement program for development of improved tree growth; and (6) assist in management of the Maine State Arboretum located in Augusta. Assistance is provided through educational workshops, field demonstrations, media presentations and limited one on one contact between forester and owner. Policy limits are established on actual technical assistance available to individual landowners.

Training seminars for all personnel are an active part of the program to maintain satisfactory performance standards.

ORGANIZATION: The Forest Management and Utilization Division has four components—Forest Management, Utilization and Marketing, Forest Tree Nursery and Tree Improvement. Overall supervision is provided by a director, who reports directly to the State Forester.

PROGRAM: During the first half of FY 87, foresters provided technical and educational assistance to 430 private non-industrial forest owners. Included were recommendations for timber harvest, timber stand improvement, tree planting, insect and disease and forest fire control, pesticide use, Christmas tree management, fuelwood management and conservation laws. Other assistance was given to municipalities, civic organizations, University of Maine, schools, and state and federal agencies. The following accomplishments were obtained: 759 acres timber stand improvement, 2,193 acres reforestation, 51 forest management plans involving 2,454 acres and 72 referrals to private consulting foresters. Overall, accomplishments generally meet the targets established with the Forest Service, USDA.

Technical assistance was provided by staff foresters to forest land owners being cost-shared through the federal Agricultural Conservation Program and Forestry Incentives Programs for timber stand improvement work and reforestation.

The Division also provided technical assistance to many Maine saw mills, provided marketing advice to Maine landowners, loggers and mills, assisted the State Development Office and entrepreneurs with Industrial Development and wood exports, and published the timber cut report, stumpage and mill delivered prices, primary processors list, logger list, Christmas tree producers list, six issues of the primary processor and loggers newsletters, several special marketing bulletins, and organized several special projects and seminars relating to wood utilization and marketing.

Over two million seedlings and wildlife shrubs were sold by the State Forest Nursery. Upgrading of fifteen acres of seed orchards for production of genetically superior seed was continued.

Further progress has been made towards completion of the Maine State Arboretum and limited assistance was provided to communities for urban forestry.

A survey of producers of wood chips for energy plants was conducted and published. Demonstration areas featuring use of chippers are in place.

Durham Memorial Forest in Lincolnville, managed by the division, provides several thousand dollars for the scholarship fund at the University of Maine.

The Division organized and conducted six forest land owner seminars in Woodland Management. Foresters prepared and staffed exhibits at four county fairs and two statewide shows.

A law was enacted by the Legislature to require reporting of forest activities. Data is being collected and analyzed.

The Division organized and conducted a "mid-cycle" forest inventory in order to more accurately assess the changes and trends occurring in the spruce-fir forests. Ten crews (one Forest Technician and one Laborer II per crew) were hired to measure 468 spruce-fir plots located in all counties of the State except York, Cumberland, Androscoggin and Sagadahoc counties. The analysis of data and final report from this work is available.

PUBLICATIONS:

Forest Trees of Maine
Factors to Consider When Buying Woodland as an Investment
Boundary Information Sheet
Laws Relating to the Forestlands of Maine
Consulting Forester List
Tree Pruning Information
Suggested Timber Sale Agreement
Maine Primary Forest Products Manufacturers
Maine's Secondary Wood Industry
Mill-Delivered Price List (twice a year)
Stumpage Price List (twice a year)
Maine Logging Firms
Industrial Financing in Maine, Where to Go
An Analysis of Maine's Wood Labor Force
Analysis and Interpretation of Statistical Tables Derived from the 3rd Forest Survey of Maine
Maine's Forest Products Transportation System
Maine's Forest—A New Horizon
Whole Tree Chipping Operations—Survey and Report

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF FOREST MANAGEMENT AND UTILIZATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	660,419	498,019	2,370		82,390	77,640
Health Benefits	30,834	21,746	154		3,942	4,992
Retirement	111,154	86,109	410		13,404	11,231
Other Fringe Benefits	5,347	4,144	8		833	362
Computer Services—Comm	12,469	12,484			—15	
Computer Services—State	542	532			10	
Other Contractual Service	148,826	94,822	5		30,034	23,965
Rents	34,984	29,342			4,864	778
Commodities	64,012	37,210			16,625	10,177
Equipment	1,384	746			638	
Interest—Debt Retirement	1,294				94	1,200
Transfers to Other Funds	10,555		80		1,910	8,565
TOTAL EXPENDITURES	1,081,820	785,154	3,027		154,729	138,910

DIVISION OF ENTOMOLOGY

THOMAS A. RUMPF, DIRECTOR, STATE ENTOMOLOGIST

Central Office: AMHI, Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1921 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058E; *Citation:* 12 M.R.S.A., Sect. 8002
Average Count—All Positions: 22.5 *Legislative Count:* 17

PURPOSE: The Division of Entomology originated in 1921 for the purpose of protecting Maine's forest and shade trees from insects and diseases. The mission of the Division of Entomology is to evaluate the actual and potential impact of forest and shade tree insects and diseases; to gather, analyze and report impact data, and to develop integrated pest management techniques. Additional responsibilities include providing technical assistance, implementing control actions when justified, and administering State and Federal laws pertaining to insect and disease quarantine.

ORGANIZATION: The Director of the Maine Forest Service appoints, subject to the Personnel Law, the State Entomologist. Operating within an administrative division of the Maine Forest Service, the State Entomologist is statutorily responsible for answering all calls for information on forest insects and diseases including their identification and control. The State Entomologist is also required to assist other departments working in this field.

The State Entomologist is authorized to go onto any lands for the purpose of surveying and inspecting any shade, ornamental or forest trees whenever he suspects the presence of any dangerous native or exotic insect or disease. If the survey work requires the placing of "trap" material on developed lands in incorporated areas, the State Entomologist is required to first notify the landowner of his plans.

PROGRAM: The spruce budworm is the State Entomologist's major forest problem. Extensive air/ground surveys over the 8.1 million acres of spruce/fir forests identified tree conditions and insect population levels. Representative field samples were analyzed in field laboratories. Budworm populations continued to decline in 1986 and no control project was recommended for 1987.

Other significant insect outbreaks occurred over 13,695 acres by the Gypsy Moth in the southern half of the state, and 1,500 acres by birch casebearer in Central Maine. The white pine blister rust program surveyed 71,152 acres in the White Pine Protection District.

Specific surveys and evaluations were conducted on a number of other active or potential pests, including spruce coneworm, forest tent caterpillar, oystershell scale, larch decline and the European Larch Canker. The general forest insect and disease survey system was enhanced by a system of light traps for detection of activity patterns of destructive forest species. Special surveys of spruce budworm parasites and a survey of secondary insects and diseases in budworm weakened stands provide additional important and useful data. Continued emphasis on forest diseases through identification and technical assistance to landowners, the public and other agencies helps meet an ever increasing demand. The forest disease, Scleroderris Canker, discovered in the Eustis area, in Coplin Pltn., T19 M.D. and Aurora was monitored and no spread was observed in FY 87.

The Division provided identification and technical advice to the public, including small landowners, on a variety of pests of homegrounds, humans, and pets. Over 650 public assistance requests were responded to on the forest and shade tree resource and public nuisance pests. Also 1,188 permits were issued relative to Gypsy Moth quarantine regulations.

LICENSES, PERMITS, ETC.:

Gypsy Moth Quarantine Permits are issued to meet Canadian requirements for transporting logs from Maine to Canada.

Larch Canker Quarantine permits are issued or compliance agreements are negotiated to control the spread of European larch canker.

PUBLICATIONS:

Insect Primer

Field Book of Destructive Forest Insects

Saddled Prominent Outbreak of 1970-1971

Saddled Prominent Complex in Maine

Protect White Pine From Blister Rust

Arbor Week—A Guide for Elementary School Teachers

Life History of a Red Oak Leaf-Mining Sawfly

Planting and Care of Shade Trees

Shoestring Root Rot—Alert

Cost Trends for *Bacillus thuringiensis* in the Maine Spruce Budworm Control Program, Lloyd C. Irland and Thoms A. Rumpf

Spruce-Fir Wood Supply/Demand Analysis. Final Report, June 1983

A Critique and Commentary on the 1983 Supply/Demand Analysis for the Spruce-Fir Forest of Maine

Creating a New Forest—A Discussion Paper Based on the Maine Spruce-Fir Supply/Demand Analysis

Spruce Budworm in Maine: History, Biology, Management

Spruce Budworm Policy in Maine: Tradition, Conflict, and Adaptation

Programmatic Environmental Impact Statement for Maine Spruce Budworm Management Program, 1981-1985

1983 Spruce Budworm Environmental Assessment

Spruce Budworm in Maine: Biological Conditions and Expected Infestation Conditions—reports for 1980/81, 81/82, 82/83, 83/84, 84/85, and 85/86

Spruce Budworm in Maine: Operational Reports—1976, 77, 78, 79, 80, 81, 82, 83, 84 and 85

Environmental Monitoring of Spruce Budworm Control Project, Maine—1980, 81, 82, 83, and 84

Fate of Carbaryl in Maine's Spruce-Fir Forest

Resurvey of Spruce Budworm Damage in the Moosehorn National Wildlife Refuge, 1981

The Protection of Red Spruce from Spruce Budworm Defoliation—A Literature Review

A Study of Spruce Budworm and Spruce Coneworm Behavior on Red Spruce

Silvicultural Release of Seedling and Sapling Spruce-Fir Stands: A Literature Review

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ENTOMOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	460,600	394,548			66,052	
Health Benefits	26,235	22,900			3,335	
Retirement	76,353	65,411			10,942	
Other Fringe Benefits	3,905	3,469			436	
Computer Services—Comm	383	383				
Computer Services—State	145	145				
Other Contractual Service	49,832	44,046			5,786	
Rents	3,277	3,277				
Commodities	8,054	7,896			158	
Grants—Subsidies—Pensions	16,449	16,449				
Equipment	26,420	26,420				
Transfers to Other Funds	1,624				1,624	
TOTAL EXPENDITURES	673,277	584,944			88,333	

DIVISION OF SPRUCE BUDWORM MANAGEMENT

THOMAS A. RUMPF, STATE ENTOMOLOGIST

Central Office: AMHI—Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1976 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058B; *Citation:* 12 M.R.S.A., Sect. 8401
Average Count—All Positions: 8.5 *Legislative Count:* 0

PURPOSE: The major goal of the Spruce Budworm Management Division is to minimize the short-term and long-term impacts of the spruce budworm on the State's forest resource. Objectives include (1) protection of present and future spruce and fir wood supply, (2) development of a protection program that is cost-effective, biologically sound, and responsive to environmental and human health concerns, (3) reduction in reliance on chemical insecticides, (4) expansion of integrated pest management practices, (5) implementation of equitable protection program financing, (6) voluntary participation in the spray program, and (7) provision for regulatory review. (MRSA) Title 12, Sub-chapter IV-A, Section 8421-8430).

ORGANIZATION: This Division was originally established in 1976.

In 1980, the Legislature revised the purpose and direction of the Division through adoption of the Spruce Budworm Management Act. The major provisions of the Act were (1) creation of a voluntary Spruce-Fir Forest Protection District; (2) creation of a two tiered excise tax to support the program, including a spray tax on all lands sprayed in a given year, and a shared tax on all acres within the Protection District; (3) creation of a Settlement Corridor along all publicly maintained roads within the District, within which local communities have the authority to restrict the state spray program; (4) a General Fund contribution to support research into improved methods for budworm control; (5) establishment of a Human Health Monitoring Program; and (6) authorization of a wood supply/demand analysis.

In June of 1983 the Maine Spruce-Fir Wood Supply/Demand Analysis was completed. The analysis projected that without a significantly increased investment in intensive forest management and improved wood utilization, as well as continued protection, a serious short-fall in spruce and fir timber supply will occur by the second decade of the 21st century.

Declining spruce budworm populations led to the elimination of 16.5 positions in FY 86. The spruce budworm division was incorporated under the State Entomologist, effective March 1986.

PROGRAM: The major activity for the 1987 fiscal year was the continued monitoring of spruce budworm population and hazard levels statewide (see Entomology Division report).

Research projects were conducted on a variety of subjects.

PUBLICATIONS:

Spruce-Fir Wood Supply/Demand Analysis. Final Report, June 1983

A Critique and Commentary on the 1983 Supply/Demand Analysis for the Spruce-Fir Forest of Maine

Creating a New Forest—A Discussion Paper Based on the Maine Spruce-Fir Supply/Demand Analysis

Spruce Budworm in Maine: History, Biology, Management

Spruce Budworm Policy in Maine: Tradition, Conflict, and Adaptation

Programmatic Environmental Impact Statement for Maine Spruce Budworm Management Program, 1981-1985

1983 Spruce Budworm Environmental Assessment

Spruce Budworm in Maine: Biological Conditions and Expected Infestation Conditions—reports for 1980/81, 81/82, 82/83, 83/84, 84/85, and 85/86

Spruce Budworm in Maine: Operational Reports—1976, 77, 78, 79, 80, 81, 82, 83, 84 and 85

Environmental Monitoring of Spruce Budworm Control Project, Maine—1980, 81, 82, 83, and 84

Fate of Carbaryl in Maine's Spruce-Fir Forest
Resurvey of Spruce Budworm Damage in the Moosehorn National Wildlife Refuge, 1981
The Protection of Red Spruce from Spruce Budworm Defoliation—A Literature Review
A Study of Spruce Budworm and Spruce Coneworm Behavior on Red Spruce
Silvicultural Release of Seedling and Sapling Spruce-Fir Stands: A Literature Review

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF SPRUCE BUDWORM MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	123,821	45,546	78,275			
Health Benefits	6,632	1,484	5,148			
Retirement	19,892	7,786	12,106			
Other Fringe Benefits	791	116	675			
Computer Services—Comm.	1,076		1,076			
Other Contractual Service	77,531	48,933	28,598			
Rents	7,315	996	6,319			
Commodities	2,688	319	2,369			
Grants—Subsidies—Pensions	296		296			
Interest—Debt Retirement	205,191		205,191			
Transfers to Other Funds	1,923		1,923			
TOTAL EXPENDITURES	447,156	105,180	341,976			

BUREAU OF PARKS AND RECREATION

HERBERT HARTMAN, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 1 *Telephone:* 289-3821
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: April 5, 1935 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 059; *Citation:* 12 M.R.S.A., Sect. 602
Average Count—All Positions: 173 *Legislative Count:* 52
Organizational Units:
Division of Operations and Maintenance
Finance & Community Services Division
Boating Facilities Division
Division of Planning and Research
Recreational Vehicles Program

PURPOSE: The Bureau of Parks and Recreation was established to administer programs to acquire, design, construct, operate and maintain areas for public enjoyment and recreation. The primary responsibilities of the Bureau are to acquire, develop and manage State parks and memorials; to study and report to the Governor the needs for such facilities; to provide information and trails for snowmobiles; to administer a State grant-in-aid fund for municipalities; to preserve, protect, develop and manage the Allagash Wilderness Waterway; to provide and manage public facilities for boats; to mark the waters of the State for hazards or remove same; to administer the Federal Land and Water Conservation Fund; and to manage the Penobscot Corridor.

ORGANIZATION: The Bureau of Parks and Recreation originated in 1935 with the establishment of a State Park Commission consisting of five members, including the Commissioner of Inland Fisheries and Game and the Forest Commissioner, ex officio, and three citizen members appointed by the Governor with the advice and consent of the Council. The Commission was renamed Maine State Park and Recreation Commission in 1963 to meet federal requirements for U.S. Bureau of Outdoor Recreation funds. Administration of the Allagash Wilderness Waterway was assigned to the Commission in 1965. In 1971, the Commission was abolished and its duties assumed by a new Parks and Recreation Department which, in state government reorganization of 1973, became the Bureau of Parks and Recreation in the Department of Conservation. The acquisition and development units were expanded and elevated to a departmental level division of Real Property Management, effective July 1, 1984.

PROGRAM: The Bureau has seven divisions.

Operation & Maintenance. The Operations and Maintenance Division manages 34 state park areas, 16 historic sites, the Allagash Wilderness Waterway, the Penobscot River Corridor, the Bigelow Preserve, 52 public boat ramp facilities and the newly acquired Holbrook Island. The Division also monitored conditions on 45 undeveloped properties, 15 conservation easements, and 70 state-owned, locally operated parks or boat ramps. Flagstaff Lodge continued to be open for day-use visitors by snowmobilers and cross country skiers in the winter; in the summer it is used by Maine Appalachian Trail Club volunteers working on the Appalachian Trail. The total number of personnel has not changed. An increase in fees for 1987 was approved by the Governor.

Public use figures for 1986: Use of the system decreased from 2,156,096 to 2,013,006 (−7%). Day-use decreased over 1985 by 210,147 (−12%); historic sites increased from 249,809 to 321,494 (+29%); overnight camping decreased from 201,528 to 196,900 (−2%); Allagash Wilderness Waterway decreased from 46,379 to 44,765 (−3%). Bad weather was a large factor in decreased use.

Community Services. In FY 87, the Division secured approval from the National Park Service for 12 new community sponsored recreation projects and 3 amendments to existing projects accounting for $392,000 in federal funds. There was one new state project adding $14,500 for a grand total of $406,500 in federal monies committed to recreation development.

During the course of the year, the Division supervised acquisition and development of 132 active Land and Water Conservation Fund projects involving approximately $5,000,000 in federal funds.

Administration of the Keep Maine Scenic/Sears Award for community beautification was handled by Division personnel for the first time this year. A $500 cash award and sterling silver presentation bowl were awarded to the City of Gardiner for their development of a Waterfront Park.

The "Recreation News" newsletter was published quarterly and distributed to over 900 community and school officials with notices of grant availability as well as technical bulletins and general recreation information.

Liaison was maintained and strengthened with the Maine Recreation and Park Association, the professional organization for municipal recreators in the State of Maine. Division personnel are represented on the executive board and are active in association planning and programming.

Division of Planning and Research. During FY 87 the following studies and/or reports were completed: (1) the Governor's Commission on Outdoor Recreation (GCOR) report; (2) an Allagash Waterway harvesting analysis for the one-mile zone; (3) a survey of handicapped individuals regarding their use of state parks, (4) an analysis of commercial whitewater rafting on the Kennebec and West Branch Penobscot rivers, and (5) a work program for the 1988 SCORP.

Ongoing efforts are concentrated on preparing the various elements for the 1988 SCORP, including inventories of public and private outdoor recreation areas and facilities, the 1987-1989 Action Program, and a wetlands component. The Division is also coordinating a survey of the day-users and campground users of state parks.

Boating Facilities Division. Grants to local communities and others provided new or improved boat access sites at: Jackman, Wood Pond; Surry, Lower Patten Pond; Charlotte, Round Lake; Caribou, Aroostook River; Columbia, Pleasant River; Island Falls, Mattawamkeag Lake; Eliot, Piscataqua River; Bath, Kennebec River; Richmond, Kennebec River; Monmouth, Cochnewagon Lake; and Blue Hill, Blue Hill Harbor.

State development provided new or improved boat access sites at: T4 R1, Upper Richardson Lake; Raymond, Thomas Pond; Rangeley, Rangeley Lake; and T2 R10, West Branch Penobscot River.

Waterways Unit placed/maintained navigational aid markers on twelve inland water bodies of the state.

Waterways Unit assisted local organizations in placement/maintenance of navigational aid markers on eight inland water bodies of the state.

Recreational Vehicle Division. Development and administration of an All-Terrain Vehicle Program was added to the Bureau's program during FY 87. This responsibility was added to the Snowmobile Program supervisor's job description and an ATV coordinator was hired in February to handle the development and administration duties.

Snowmobile Program. The program has continued to work closely with the 260 active snowmobile clubs, providing them with assistance in program and membership development. Assistance was also provided, both technical and financial, to clubs and interested municipalities with trail planning, development and winter grooming. The program also continued its close working relationship with the Maine Snowmobile Association in a variety of snowmobile related activities such as regional meetings and workshops.

During the past fiscal year the program processed 179 club grant applications, approving 172; approved 54 municipal projects which involved 73 municipal and/or county governments and several unorganized townships; and awarded 3 contracts to individuals to maintain approximately 90 miles of regionally significant trails in relatively remote sections of northern Maine. The total trail mileage included in all the snowmobile grant projects was 7,641, a slight decrease over the 1985-86 season. The total expenditure under the club and municipal grants during the 1986-87 season was $289,266. The program continued the administration of five major snowmobile trail systems located on both state and private land and several smaller use areas within the State Park system, as well as the snowmobile trail network in the Evans Notch District of the White Mountains National Forest.

With a few exceptions the ITS (Interconnecting Trail System) was complete and operational. Those exceptions were where timber harvesting was taking place and a viable alternative was not available. A map was printed of the ITS, including the state administered areas as well as other information and educational material about program services and state statutes.

ATV Program. During the past few months the program has helped develop and register 17 ATV clubs and assisted the Maine All-Terrain Vehicle Association in the further development of its program. Trail signs are available from the program and development of information and educational material is ongoing, as well as a funding mechanism to help cost-share trail development.

LICENSES, PERMITS, ETC.:

Boating Facilities Division: Permit to place buoys, markers or structures on or adjacent to the Inland Waters of the State.

Operations & Maintenance: Allagash Wilderness Waterway Timber Harvesting Permits.

PUBLICATIONS:

1. Outdoors in Maine—free
2. The Allagash Wilderness Waterway—free
3. Rules & Regulations for State Parks and Memorials—free
4. Rules & Regulations for the Allagash Waterway—free
5. Maine Public Facilities for Boats Program—free
6. Maine Uniform State Waterway Marking System and Rules & Regulations—free
7. 1985-87 Action Program—free
8. Statewide Snowmobile Trail Map—free
9. All-Terrain Vehicle Trail Marking Techniques—free
10. Brochures on Club & Municipal Grant Information—free

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PARKS AND RECREATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,741,133	2,411,027	330,106			
Health Benefits	117,750	96,812	20,938			
Retirement	443,312	388,019	55,293			
Other Fringe Benefits	19,846	17,826	2,020			
Computer Services—Comm.	61	61				
Computer Services—State	2,238	120	2,118			
Other Contractual Service	358,968	239,032	118,532		1,404	
Rents	31,278	14,879	16,399			
Commodities	141,829	106,649	34,945		235	
Grants—Subsidies—Pensions	537,491	207,395	330,096			
Purchases of Land	30,000		30,000			
Buildings and Improvement	1,225		1,225			
Equipment	163,442	70,534	84,298		8,610	
Interest—Debt Retirement	61	52	9			
Transfers to Other Funds	14,509		14,468		41	
TOTAL EXPENDITURES	4,603,143	3,552,406	1,040,447		10,290	

KEEP MAINE SCENIC COMMITTEE

Central Office: AMHI—Harlow Building *Telephone:* 289-3821
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 066; *Citation:* 12 M.R.S.A., Sect. 633
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Department of Conservation has been directed to conduct a continuing program of education, promotion, research and enforcement in order to protect Maine's natural beauty. Recognizing that both the general welfare of Maine's citizens and much of the State's economy depends upon the State's scenic resources, the Keep Maine Scenic Committee has focused on the visual problems of litter, junk cars, community improvement, outdoor advertising, and vandalism.

In conducting the program, the Department has made full use of voluntary services and contributions from clubs, organizations and associations, individuals, municipalities, business and industry, and other State agencies. The Keep Maine Scenic Committee advises and consults with the Department in the administration of the Program.

ORGANIZATION: The 110th Legislature eliminated all General Funding of the Keep Maine Scenic Committee. The only source of funding is a portion of fines collected from violators of Maine's Litter Control Act. Department staff conduct the day to day operations of the program. The 11 volunteer committee members are appointed by the Commissioner of Conservation for three-year terms.

PROGRAM: The Keep Maine Scenic Committee's program has two main focuses:

Education. The Keep Maine Scenic Committee distributed free litter bags to individuals, schools, and organizations.

Promotion. The Keep Maine Scenic Committee administers the annual Sears/Keep Maine Scenic Award Program, which honors that Maine community which, in the judgement of the Committee, has best utilized its financial resources and local talent to improve a significant feature of its environment.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

KEEP MAINE SCENIC COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	85		85			
Grants—Subsidies—Pensions	500		500			
Transfers to Other Funds	163		163			
TOTAL EXPENDITURES	748		748			

MAINE GEOLOGICAL SURVEY

WALTER A. ANDERSON, DIRECTOR

Central Office: AMHI—Ray Building *Telephone:* 289-2801
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: August 28, 1973 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 060; *Citation:* 12 M.R.S.A., Sect. 541

Average Count—All Positions: 15 *Legislative Count:* 13

Organizational Units:
- Administration, Mineral & Technical Services
- Hydrogeology Division
- Bedrock and Surficial Geology Division
- Marine Geology Division
- Cartography & Publications Division

PURPOSE: The Maine Geological Survey was established to map, interpret and publish geologic (physical resource) information and provide advisory assistance to the minerals industry and interpretive information for planning and regulatory agencies. The Survey is authorized to direct a program of effective geologic inventory, employing professional geologists for mapping purposes; to support an active minerals industry; to publish and sell geologic literature; to provide geologic information for public industry and State agencies; to cooperate with other State and Federal agencies; and to manage the work of the Mapping Advisory Committee.

ORGANIZATION: The Maine Geological Survey was originally established in 1957 as the Division of Geological Survey within the Department of Economic Development (D.E.D.). It was renamed the Division of Science, Technology and Mineral Resources in 1962 and, in 1971, it was transferred from the former D.E.D. to the Forestry Department as the latter Department's Division of Geology. Under State Government reorganization legislation of 1973, it was again transferred and reestablished within the Department of Conservation.

PROGRAM: The Maine Geological Survey's principal programs involve physical resource inventories and evaluation as carried out by the following divisions within the Maine Geological Survey.

Bedrock and Surficial Geology Division. This Division deals with the basic geologic mapping and interpretation of: surficial materials such as sand, gravel and clay, and bedrock mapping and interpretation of rock types and rock structures. This basic geologic mapping effort is the foundation for the evaluation, appraisal and inventory of specific physical resources, mineral occurrences, and geologic hazards in the State of Maine. This Division is involved in cooperative and applied programs with the U.S. Geological Survey, the Nuclear Regulatory Commission, and the U.S. Department of Energy.

Hydrogeology Division. This Division inventories ground and surface water conditions, with emphasis on ground water supply and prevention of ground water pollution. Studies are conducted by the Division in cooperation with the U.S. Geological Survey and the Maine Department of Environmental Protection. Water well records are obtained on a voluntary basis from drillers throughout the State. Maps depicting ground water flow, yield and depth have been prepared for sand and gravel aquifers in the inhabited portions of the State. The Division has completed a study of yield and water quality of significant aquifers in southern, central, and eastern Maine. The mapping is now in progress for Aroostook County. The study includes evaluation of land use over aquifers and its effects on ground water quality. A pilot bedrock aquifer mapping program continues.

Cartography and Publications Division. This Division prepares and publishes the results of the Survey's geologic field investigations and research projects. The Division operates a cartographic production facility which includes a drafting section, a photographic darkroom, and a diazo reproduction center. The Division produces maps ranging from single-color diazo prints to multi-color printed geologic quadrangles.

Marine Geology Division. The Marine Geology Division conducts research in the Gulf of Maine and provides technical services to other State agencies involved in the coastal zone. A search for beach nourishment sources, dredge spoils disposal sites and ore minerals is being conducted on the sea floor with funding from the minerals management service. The Division is also conducting sea level rise and subsurface geologic studies along the coast in cooperation with the Nuclear Regulatory Commission and the University of Maine. The Division has provided technical comments to the Department of Environmental Protection on the Sand Dune and Wetlands Acts, and to the Maine Sea Grant and the State Planning Office regarding the merit of research proposals in the coastal zone.

Administration, Mineral, and Technical Services. The Maine Geological Survey and the Bureau of Public Lands have administrative jurisdiction over prospecting and mineral development on those lands owned or held in trust by the State of Maine that are open for mineral exploration. This jurisdiction extends over 400,000 acres of public lands, the littoral bottom to three miles, and all lake bottoms, but not to mineral activities on private or federal lands. In the case of the latter two, permission should be obtained from the landowner or the appropriate management agency.

Procedures for exploration, claiming, and mining state lands are outlined in the "Mining on State Lands Statutes," copies of which may be obtained from the Survey. Exploration permits and claim recording applications, as well as mining leases must be obtained from the Survey. Mineral development on state held lands is subject to the appropriate environmental regulations as well. The Survey also maintains an active file of current mineral development activities on state lands.

LICENSES, PERMITS, ETC.:

Mineral Activity on State Land

1. Exploration Permit
2. Claim Recording Certificates
3. Land Use Ruling
4. Mining Leases on State Land
5. Machinery and Explosives for Exploration

PUBLICATIONS: The Survey publishes technical reports concerning surficial, ground water, bedrock, and marine geology. Numerous recent maps and reports have been prepared for the planner and layman. Several of the Survey's publications are listed below. Please add 5% state sales tax to the purchase price when ordering.

Informational Literature:

Publications List—contains a complete listing of available Survey publications. (free)

Index Map Series—a series of maps which indicate coverage of surficial, bedrock, marine, ground water, and wetlands map series (free)

Open-File Reports and Maps: a series of preliminary reports and maps available as diazo copies. Contact the Survey for a full listing of open-file information and prices. Several open-file map series are listed below.

Reconnaissance Surficial Geology Maps
Reconnaissance Bedrock Geology Maps
Sand and Gravel Aquifer Maps
Coastal Marine Geologic Environments Maps

Fresh-Water Wetlands Maps

Publications:

Bedrock Geologic Map of Maine, scale 1:500,000, compiled and edited by Philip H. Osberg, Arthur M. Hussey II, and Gary M. Boone. Price $5.00

Surficial Geologic Map of Maine, scale 1:500,000, compiled and edited by Woodrow B. Thompson and Harold W. Borns, Jr. Price $4.50

Geologic Map of the Portland Quadrangle, Maine, by Arthur M. Hussey II; 1971Price: $2.85

The Geology of Mount Blue State Park, by Kost A. Pankiwskyj; 1965 Price $.50

The Geology of Sebago Lake State Park, by Arthur L. Bloom; 1959 Price $.75

The Geology of the Two Lights and Crescent Beach State Parks Area, Cape Elizabeth, Maine, by Arthur M. Hussey II; 1982 Price $3.25

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE GEOLOGICAL SURVEY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	384,518	347,539	9,430		27,549	
Health Benefits	18,179	15,997	792		1,390	
Retirement	67,007	60,795	1,605		4,607	
Other Fringe Benefits	1,896	1,816			80	
Computer Services—Comm.	4,014	700			3,314	
Computer Services—State	25	25				
Other Contractual Service	212,633	109,828	115		102,690	
Rents	52,771	49,871			2,900	
Commodities	17,373	11,693			5,680	
Grants—Subsidies—Pensions	121,306	119,200			2,106	
Equipment	19,714	18,754			960	
Transfers to Other Funds	13,973		1,453		12,520	
TOTAL EXPENDITURES	913,409	736,218	13,395		163,796	

SECTION OF GEOGRAPHIC BASED INFORMATION SERVICES

WALTER ANDERSON, CHIEF EXECUTIVE
JIM REA, Deputy Chief Executive

Central Office: Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: July 1, 1985 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 064; *Citation:* 12 M.R.S.A., 1752
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The section of Geographic Based Information Services (GIS) was established to provide services, such as:

1. Digitizing geographic data;
2. Analysis and manipulation of geographic data;
3. Storage and retrieval of geographic data;
4. Plotting of graphical and printing of tabular geographic data;
5. Production of tables and estimates; and
6. Data processing activities limited to provision of geographic based information.

ORGANIZATION: The GIS is located organizationally at the Department level. The Director, Maine Geological Survey, is assigned overall responsibility for the section, and reports directly to the Commissioner.

The section is staffed by a Computer Mapping Supervisor.

PROGRAM: In its first year of operation the GIS has been involved in a number of projects. They include:

1. State Planning Office Cumulative Impact Study on 14 towns. Nine data levels are being entered for each town from various sources including aerial photography, topographical maps and resource maps of wetlands, wildlife, scenic areas, etc.
2. Wetland study to compare the locations of wetlands determined by various state agencies.
3. Entering soil classifications for York County for the Soil Conservation Service.
4. Entering beach information to study erosion and zoning requirements.
5. Forest survey and mid-cycle update.
6. Bureau of Public Lands unit plans.
7. Maine Geological Survey/U.S. Geological Survey cooperative projects on two quadrangles in York County.
8. Finishing up Spruce Budworm Mapping.

All projects have been carried out as pilot projects with two objectives:

a. Determine the capabilities of the GIS and operating constraints, and
b. Produce a useful product for the user at a reasonable cost.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SECTION OF GEOGRAPHIC BASED INFORMATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	30,608					30,608
Health Benefits	1,445					1,445
Retirement	5,234					5,234
Other Fringe Benefits	101					101
Computer Services—Comm.	3,968					3,968
Computer Services—State	215					215
Other Contractual Service	4,140					4,140
Rents	254					254
Commodities	12,913					12,913
Transfers to Other Funds	4,608					4,608
TOTAL EXPENDITURES	63,486					63,486

BUREAU OF PUBLIC LANDS

C. EDWIN MEADOWS, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta *Telephone:* 289-3061
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: October, 1973 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 063; *Citation:* 12 M.R.S.A., Sect. 551
Average Count—All Positions: 35 *Legislative Count:* 0
Organizational Units:
Operations Planning Financial Management

PURPOSE: The Bureau of Public Lands, a dedicated revenue agency, is responsible for the management and administration of Maine's Public Reserved Lands, Submerged Lands, the Coastal Island Registry and other public lands as provided by law. It was created in 1973 by the 106th Legislature.

ORGANIZATION: The Bureau of Public Lands is divided into five administrative divisions (Business Management, Planning, Operations, Silviculture, and Recreation) and four Regional Offices. The Business Management Division, in addition to overseeing business and financial matters, is responsible for the Submerged Lands Program and management of coastal islands under the Bureau's jurisdiction. The Planning Division is responsible for formulation of policy and land use plans, land acquisition and communications. The Operations Division and the four field offices are concerned primarily with the administration of resource programs on the Public Reserved Lands. The Silviculture Division has primary responsibility for timber management. The Recreation Division has primary responsibility to formulate recreation policies and develop recreation sites. Field offices are located in Augusta (Southern Region), Farmington (Western Region), Presque Isle (Northern Region) and Old Town (Eastern Region).

PROGRAM: The following material deals with (1) Public Reserved Lands, (2) Submerged Lands, (3) Coastal Islands and (4) Institutional Lands.

1. THE PUBLIC RESERVED LANDS.

Historical Perspective. The primary workload of the Bureau is associated with the management of the Public Reserved Lands—a task which was initiated to expand the management program on this landbase, making it more available for public use and enjoyment and recapturing outstanding timber and grass rights which were sold to various private interests during the latter half of the 19th Century.

This landbase remains from the original sale of the public domain (1786-1878), when the Massachusetts General Court (and later the Maine Legislature) reserved land for public purposes from the sale of each township. In 1973, about 400,000 acres of this reserved land remained. It was scattered throughout the Unorganized Territory in parcels of roughly 1,000 acres or less.

Development of the Landbase. Through a combination of litigation and land trades with surrounding private landowners, the State has succeeded in recapturing exclusive title to the entire 400,000 acres and has expanded the system by an additional 50,000 acres. About 300,000 acres are now consolidated into 20 management units ranging in size from 3,000 to 30,000 acres.

The Management Program. The Bureau administers these lands under the principles of multiple use-sustained yield management, which means that all resource values are considered in the development of management plans and that the production of goods and services is undertaken in such a manner as to ensure the long term productivity of the landbase. The primary elements of this program include: commercial forestry, wildlife management, opportunities for dispersed/primitive recreation, maintenance of soil and water quality, preservation of aesthetic values and protection of species and habitat. Although the program is described as "multiple use", it is more properly applied as "dominant use"—which acknowledges that some portions of the landbase are more suited for a particular type of management than others. Thus, a remote area of the forest may be managed principally for commercial forestry (the dominant use) with supporting consideration for wildlife; and a shoreland zone along a river, although designated for wildlife management, will also be incorporated within the Bureau's recreational program.

Resources. The following material reflects a summary of the Bureau's resource programs, as contained in policies adopted in 1985.

(1) Timber Management. Timber management is the chief manipulative tool available for the management of the forest environment whether for commercial purposes (revenue production), recreation site development, road construction or wildlife habitat improvement. It is estimated that the commercial forest within the Public Reserved Lands System (land capable of producing 20 cubic feet of wood per acre per year—and available for harvest) extends over 290,000 acres. On an annual basis, the Bureau removes between 80,000 and 100,000 cords of timber. The revenue from the sale of this wood is deposited within a Public Reserved Lands Management Fund and used by the Bureau to cover program and operating costs.

(2) Recreation. The consolidated management units within the Public Reserved Lands System embrace some of the most picturesque areas of the Maine landscape, including both alpine and water resources ideally suited for recreational use. Among the more notable areas are the Mahoosuc and Bigelow Mountain ranges of Western Maine, both of which include portions of the Appalachian Trail; the Deboullie-Red River country of northern Aroostook County; and portions of the eastern lake country in Washington and Hancock Counties. Printed recreational materials are available from the Bureau for people interested in visiting these areas. The Bureau's management program in these areas is geared to dispersed, primitive recreation, emphasizing the quality of the "backcountry" experience in isolated locations, as opposed to high-density development normally associated with Parks. An additional part of the Bureau's recreation program is devoted to camplot leases — some 300 of which exist on the Public Reserved Lands, as a result of policies in effect years ago. Although the Bureau will take no action to jeopardize existing leaseholders, it will not issue any new leases.

(3) Wildlife. The Bureau's wildlife program—which is an integral part of the timber program—stresses diversity of (timber) species and age-classes to provide the broadest spectrum of habitat opportunities for all indigenous wildlife populations. Of particular significance, the Bureau has incorporated into its general management program the identification and management of "riparian zones"—a strip along all water resources and wetlands in which wildlife resources are managed as the "dominant" of the several multiple uses.

(4) Soil/Water Management. All management activities are designed, in accordance with standards of the Land Use Regulation Commission, to either maintain or improve existing soil and water quality.

(5) Visual Resources. Along waterways, through travel influence zones (major roads) and in sensitive mountain areas exposed to public view, timber harvesting is modified to retain as much of the natural character of the landscape as possible.

(6) Critical Areas. Working with the State Planning Office the Bureau has surveyed about 100,000 acres of the Public Reserved Lands System, seeking both areas and species of special significance, which should be excluded from the normal management program and set aside for protection.

(7) Other Uses. At the discretion of the Director, as prescribed in the Statutes, the Public Reserved Lands may also be made available for the construction of public roads, power lines, mining, mill and water rights and a number of other activities which serve the general public interest.

2. SUBMERGED LANDS.

The people of the State of Maine have a proprietary interest in the several thousand miles of submerged lands which underly Maine's coastal waters, as well as to the bottoms of all Great Ponds (10 acres or larger), which comprise inland waters. The Bureau of Public Lands is responsible for administering the use of this landbase, ensuring that the "public" has access to the State's waters and that they are properly compensated in those situations where such land is devoted to the private and exclusive use of individuals and organizations for commercial purposes. A policy governing the use and administration of these lands was adopted in 1986.

3. COASTAL ISLANDS.

The Coastal Island Registry, created by the Legislature in 1973, resides within the Bureau of Public Lands. The purpose of the registry is to examine and clarify titles to Maine's Coastal Islands—principally, to identify islands which are properly in public ownership and to remove any question which may exist with respect to potential public interest in purportedly private islands. In the course of its work, the Registry has examined the titles of roughly 1,500 privately claimed islands, identifying incurable defects in an estimated 100 and incorporating into public administration some 1,300 islands for which no private claim or title has been advanced. Succeeding phases of this program will involve (1) publication of lists of both public and private islands, (2) entry of these lists into the appropriate registries of deeds and (3) identification and preparation of management plans for those islands suitable for public use. Of the 1,300 islands for which no private claim was discovered, about 300 have been leased or transferred to other agencies of State government, conservation organizations and municipalities—in order to ensure that they are managed in a fashion most consistent with their character and resources. A user guide to selected state owned islands on the Maine Coast is available for people interested in visiting this unique resource.

4. INSTITUTIONAL LANDS.

The Bureau manages a number of tracts which have been declared as "surplus" to other agency programs. These are chiefly former institution lands, such as those which once supported the agricultural enterprise of the Augusta Mental Health Institute. Although these lands are now managed for a variety of uses (agriculture, recreation, etc.), their primary purpose is to be available to cover the future administrative needs of State government.

LICENSES, PERMITS, ETC.:

- Permits:
  - Timber Stumpage
  - Gravel
- Leases:
  - Submerged Lands
  - Right of Way
  - Agricultural
  - Public Land (includes a variety of possible uses)

PUBLICATIONS:

Recreation and Management brochures

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC LANDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	671,758		671,758			
Health Benefits	36,780		36,780			
Retirement	106,808		106,808			
Other Fringe Benefits	4,580		4,580			
Computer Services—Comm.	3,006		3,006			
Computer Services—State	1,232		1,232			
Other Contractual Service	247,755		246,910		845	
Rents	16,156		16,156			
Commodities	39,838		39,838			
Grants—Subsidies—Pensions	17,804		17,804			
Buildings and Improvement	41,245		41,245			
Equipment	190,348		190,348			
Interest—Debt Retirement	414		414			
Transfers to Other Funds	31,818		31,819		—1	
TOTAL EXPENDITURES	1,409,542		1,408,698		844	

COASTAL ISLAND REGISTRY

THOMAS A. MORRISON

Central Office: Ray Building, A.M.H.I. *Telephone:* 289-3061
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: July 5, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 069; *Citation:* 33 M.R.S.A., Sect. 1203
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Coastal Island Registry was established to identify and secure title to those coastal islands remaining within the State of Maine.

ORGANIZATION: The 106th Legislature created the Coastal Island Registry in 1973, assigning it first to the Bureau of Forestry and then, in 1974, to the Bureau of Public Lands, where it currently resides, 33 M.R.S.A., Chapter 25.

PROGRAM: The Coastal Island Registry Act provides that all coastal islands within the State of Maine (having less than four residential structures thereon) shall be registered with the Bureau of Public Lands by their purported owners. The Bureau is then directed to search all registered titles to determine the "true" owners. Those islands for which such a determination discovers against a purported owner, as well as those islands for which no registration was submitted, fall to the care and custody of the State of Maine, until such time as a "true" owner comes forward to establish title. (See report for Bureau of Public Lands.)

FINANCES, FISCAL YEAR 1987: This unit did not expend any funds in FY 87.

MAINE LAND USE REGULATION COMMISSION

R. ALEC GIFFEN, DIRECTOR

Incoming WATS Line: 1-800-452-8711
Central Office: AMHI—Harlow Building *Telephone:* 289-2631
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: October 1, 1969 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 061; *Citation:* 12 M.R.S.A., Sect. 683
Average Count—All Positions: 17 *Legislative Count:* 17

PURPOSE: The Maine Land Use Regulation Commission was established in 1969 to serve as the planning and zoning board for areas of Maine which lacked local governments empowered to exercise local land use controls. It is responsible for promoting the health, safety and general welfare of the people of the State of Maine by planning for the proper use of the resources within its jurisdiction and guiding land use activities to achieve this proper use. The Commission's jurisdiction includes over 10 million acres in the northern and western parts of the State which occur in townships, towns and plantations which have no local land use controls. The primary responsibilities of the Commission are to prepare a comprehensive land use plan for these areas; to determine the boundaries of areas within the unorganized areas of the State that fall into the various land use districts (zoning); to prepare land use standards for each district; and to review applications for development in the unorganized areas of the State.

ORGANIZATION: The Maine Land Use Regulation Commission is a bureau in the Department of Conservation.

PROGRAM: In FY 1987, while the Commission conducted a normal business agenda and handled a significantly increased number of permit applications over previous years, it continued efforts to: (1) streamline the Commission's permitting process; (2) plan for policies toward protecting lakes with unusual natural values and guiding development to those lakes which are suitable for it; (3) implement the recommendations of a Forestry Issues Committee to improve protection of the forest environment while increasing operating flexibility for the forest industry; and (4) improve its enforcement, education and compliance programs. The Commission also completed special protection river zoning and adopted regulations for hydropower developments.

LICENSES, PERMITS, ETC.:

Permits: (Plantations and Unorganized Townships):
- Building
- Development
- Subdivision
- Road Construction
- Bridge Construction
- Zoning Petitions
- Forestry Operations
- Utility Line Extensions
- Hydropower Projects

PUBLICATIONS:

Building in the Wildlands of Maine	No Charge
Subdividing in the Wildlands of Maine	No Charge
Comprehensive Land Use Plan for the Unorganized Areas of the State of Maine—1983	No Charge
Statutes Administered by LURC	No Charge
Land Use Districts and Standards	No Charge
Land Use Handbook (Complete Set)	No Charge
Section 1, Your Land	No Charge
Section 2, Maine Land Use Laws	No Charge
Section 3, Maine Land Use Regulation Commission	No Charge
Section 4, How to Apply for a L.U.R.C. Building Permit	No Charge
Section 5, Design Ideas	No Charge
Section 6, Erosion Control on Logging Jobs	No Charge
Section 6, Erosion Control on Logging Jobs (French Version)	No Charge

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LAND USE REGULATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	362,724	362,724				
Health Benefits	20,235	20,235				
Retirement	53,664	53,664				
Other Fringe Benefits	1,226	1,226				
Computer Services—Comm	9	9				
Computer Services—State	11	11				
Other Contractual Service	111,633	111,633				
Rents	8,862	8,862				
Commodities	6,330	6,330				
Grants—Subsidies—Pensions	2,291	2,291				
Equipment	7,000	7,000				
TOTAL EXPENDITURES	573,985	573,985				

COUNCIL OF ADVISORS ON CONSUMER CREDIT

NEIL SHANKMAN, CHAIRMAN

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3731
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1973 *Sunset Review:* Not Established

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 435; *Citation:* 9A M.R.S.A., Sect. 6.301

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The council advises and consults with the administrator of the Bureau of Consumer Credit Protection concerning the exercise of his powers under the law and may make recommendations to him. Members of the council may assist the administrator in obtaining compliance with the law.

ORGANIZATION: The Council of Advisors on Consumer Credit consists of 12 members, who are appointed by the Governor. One of the advisors shall be designated by the Governor as chairman. In appointing members of the council, the Governor must seek to achieve a fair representation from the various segments of the consumer credit industry and the public. The term of office of each member of the council is 4 years. A member chosen to fill a vacancy arising otherwise than by expiration of term is appointed for the unexpired term of the member whom he is to succeed. A member of the council is eligible for reappointment.

Members of the council serve without compensation but are entitled to reimbursement of expenses incurred in the performance of their duties.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Consumer Credit Protection, Department of Professional and Financial Regulation.

MAINE CORRECTIONAL ADVISORY COMMISSION

ROBERT CARLSON, CHAIRMAN
KIMBERLY ELLIS, Contact

Central Office: State Office Bldg., Augusta *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333
Established: 1975 *Sunset Review:* Not Established
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 047; *Citation:* 34A M.R.S.A., Sect. 1204
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The major duties of the Maine Correctional Advisory Commission are to act in an advisory capacity to the Commissioner, Department of Corrections, in assessing present programs, planning future programs and in developing on-going policies to meet the correctional needs of the State of Maine. To this end, the commission regularly advises the executive, legislative and judicial branches of government concerning correctional policy and issues a report containing the results of its studies to the Legislature, the Governor and the Commissioner on December 31st of each year. The commission meets as often as necessary at the discretion of its chairman, and adopts its own rules of procedure to carry out its duties.

ORGANIZATION: The Maine Correctional Advisory Commission is composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 10 representative citizens appointed by the Governor, including at least one full-time non-administrative employee from the correctional system and at least one former inmate of the correctional system. The Governor designates the chairman. Four appointments are made for terms of three years, three for two years and three for one year. Each member of the commission may receive a per diem expense allowance equal to that received by Legislators during a special session and may receive additionally his actual and necessary expenses incurred in the performance of duties pertaining to his office. In addition, the commission is authorized to receive public and private grants to aid in defraying the costs of its operation.

PROGRAM: The Correctional Advisory Commission acts in an advisory capacity to the Commissioner of Corrections in assessing present programs, planning future programs and in developing on-going policies to meet the correctional needs of Maine.

The Commission meets as often as necessary at the discretion of its Chairman.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

DEPARTMENT OF CORRECTIONS

DONALD L. ALLEN, COMMISSIONER

Central Office: Room 400, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1981 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit;* 201; *Citation;* 34A M.R.S.A., Sect. 1202

Average Count—All Positions: 276 *Legislative Count:* 1063.5

Organizational Units:
Division of Probation and Parole
State Prison
Juvenile Justice Adivsory Group
Office of Advocacy
State Parole Board
Maine Correctional Center
Maine Youth Center
Charleston Correctional Facility
Downeast Correctional Facility

PURPOSE: The Department of Corrections was established to control all of the state's correctional facilities, provide for the safety of guards and committed offenders, undertake appropriate programming for the classification, education and rehabilitation, and maintenance of committed offenders and to assure an effective system for the supervision of parolees and probationers.

The Department is responsible for the direction and general administrative supervision of the Maine State Prison, the Maine Correctional Center, the Charleston Correctional Facility, the Maine Youth Center, the Downeast Correctional Facility and the Division of Probation and Parole.

The Department is authorized to adopt and implement rehabilitative programs, including work-release, within penal and correctional institutions; to establish regulations for and permit institutions under its control to grant an inmate or prisoner furlough from the institution in which he is confined; to establish programs which provide an environment of community living and control, pursuant to rules and regulations adopted by the Department of Corrections. The Department is authorized to expend correctional institution appropriations on persons within that portion of its sentenced or committed populations participating in halfway house, pre-release, vocational training, educational, drug treatment or other ocrrectional programs being administered physically apart from the institutions to which such persons were originally sentenced or committed, for the purpose of defraying the direct and related costs of such persons participation in such programs. The Department of Corrections may provide or assist in the provision of correctional services throughout the State as authorized by Maine law, and the Department is responsible for setting standards and inspection of municipal and county jails.

ORGANIZATION: The Department of Corrections was created by the Legislature in 1981 to improve the administration of correctional facilities, programs and services for committed offenders.

PROGRAM: The program activities of the Department are discussed in the individual reports of its program components except for the following:

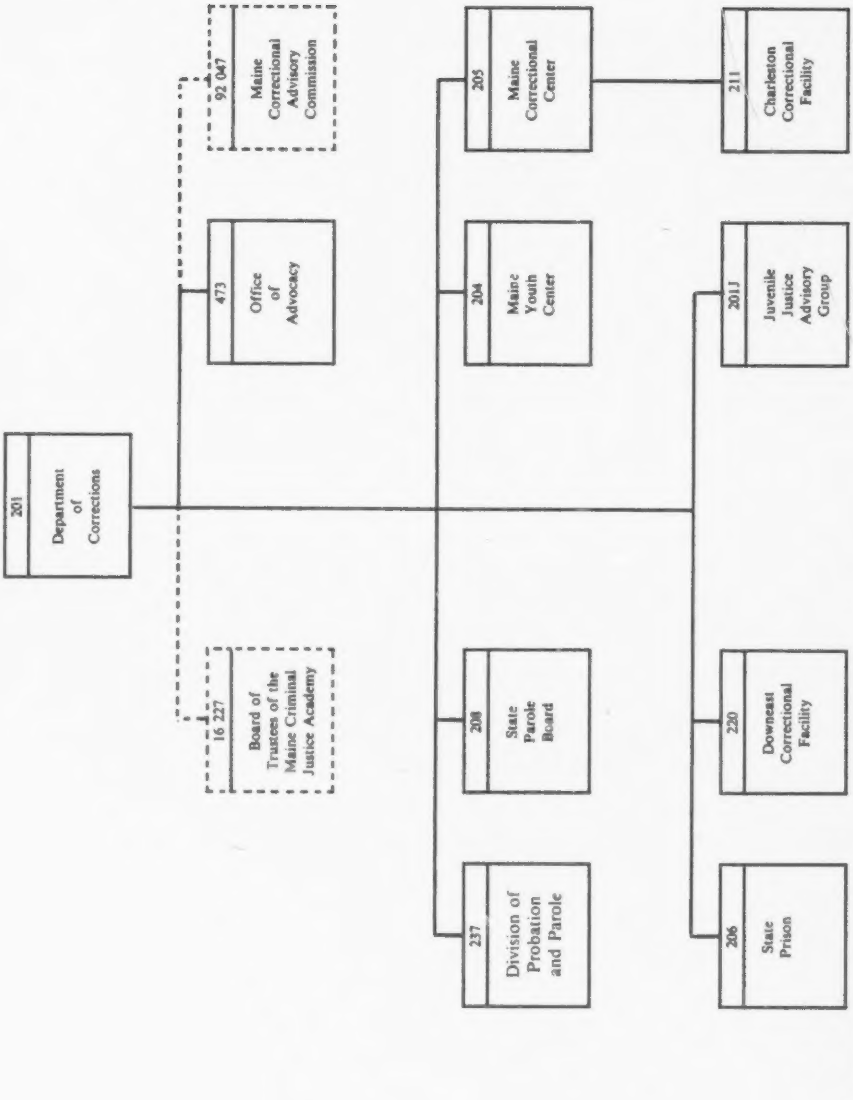
Community Corrections. The Department of Corrections has been successful in its efforts to continue adult halfway houses to accommodate work released from the State institutions and county jails.

A State-wide Correctional Improvement Program was enacted into law in 1975 to enable the development, expansion and improvement of correctional programs throughout the State and to encourage participation in such programs by persons, unincorporated associations, charitable nonstock corporations, local and county governmental units and State agencies.

The 108th Legislature merged this program with the Community Correctional Services program which in the past was used mostly for the purpose of services for youthful offenders.

The program is also funded for mental health services to correctional clients including those having drug and alcohol problems. Another program, in conjunction with our adult institutions develops jobs for inmates who are to be released within a short period of time.

ORGANIZATIONAL CHART
DEPARTMENT OF CORRECTIONS
UMB 03


201
Department of Corrections
16 227
Board of Trustees of the Maine Criminal Justice Academy
473
Office of Advocacy
92 047
Maine Correctional Advisory Commission
237
Division of Probation and Parole
208
State Parole Board
204
Maine Youth Center
205
Maine Correctional Center
206
State Prison
220
Downeast Correctional Facility
201J
Juvenile Justice Advisory Group
211
Charleston Correctional Facility

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87 DEPARTMENT OF CORRECTIONS

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	21,319,215	20,982,977	87,901		220,744	27,593
Health Benefits	1,274,910	1,255,558	5,823		12,827	702
Retirement	4,524,499	4,466,149	14,922		37,566	5,862
Other Fringe Benefits	109,285	107,089	334		1,734	128
Computer Services—Comm.	15,105	14,460			645	
Computer Services—State	37,782	37,782				
Other Contractual Service	5,732,200	5,285,892	256,490		65,099	124,719
Rents	149,891	149,581			173	137
Commodities	3,124,004	2,986,257	15,496		28,908	93,343
Grants—Subsidies—Pensions	1,856,355	1,647,623	53,024		155,408	300
Buildings and Improvement	2,831,974	1,643,953				1,188,021
Equipment	490,490	439,812	8,556		42,122	
Interest—Debt Retirement	947	944				3
Transfers to Other Funds	371,275	7,662	3,006		2,674	357,933
TOTAL EXPENDITURES	41,837,932	39,025,739	445,552		567,900	1,798,741

Correctional Training Program. The 108th Legislature passed into law mandatory training for all correctional officers working in municipal, county and state correctional facilities. The Department coordinated the development of the curriculum for this training with the cooperation of the county sheriffs and municipal jail staff to be conducted by the Maine Criminal Justice Academy.

Jail Inspections. The Department continues to set standards and inspect all county and municipal jails and detention centers.

PUBLICATIONS:

Evaluation and Plan, Maine Juvenile Code, January 1982

A report by the Department of Mental Health and Corrections stating the existing conditions of juvenile services and needs in the State of Maine and the immediate steps the Department is taking to develop programs and services which are needed by the youth of the State.—Free.

Adult Correctional Plan—1978

The plan states existing conditions dealing with adult correctional offenders in the State of Maine and designates their needs as they pertain to all aspects of correctional programming. The plan specifies the immediate steps that the Department is taking to better meet the needs of the offenders in the State of Maine.—Free

County and Municipal Jail Standards—1981

The Standards were compiled by the Department of Corrections with input from the Maine Chief's of Police Association, numerous sheriff's departments and other agencies.—Free.

County Jail Inspection Reports—1981

The Jail Report is done in compliance with Title 34, M.R.S.A. 1964 and amended by P.L. 1967 C248, P.L. 1969, C258 and regulations set forth relating to "Standards for County Jails" and status conditions found in county jails.—Free

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF CORRECTIONS (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	707,863	564,447	87,901		55,515	
Health Benefits	33,971	23,780	5,823		3,368	
Retirement	127,574	103,211	14,922		9,441	
Other Fringe Benefits	2,814	2,201	334		279	
Computer Services—Comm.	5,236	4,591			645	
Computer Services—State	5,756	5,756				
Other Contractual Service	2,053,977	1,748,720	254,261		50,396	600
Rents	5,160	4,987			173	
Commodities	453,709	452,017	1,276		416	
Grants—Subsidies—Pensions	1,323,309	1,119,617	53,024		150,668	
Buildings and Improvement	2,336,247	1,148,226				1,188,021
Equipment	43,343	12,321	1,000		30,022	
Interest—Debt Retirement	3	3				
Transfers to Other Funds	11,532	7,662	2,935		935	
TOTAL EXPENDITURES	7,110,494	5,198,539	421,476		301,858	1,188,621

OFFICE OF ADVOCACY

EARL C. MERCER, CHIEF ADVOCATE

Central Office: Room 400, State Office Building, Augusta *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333
Established: January 15, 1984 *Sunset Review:* Not Established
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 473; *Citation:* 34A M.R.S.A., Sect. 1203
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The Office of Advocacy is established within the Department of Corrections to investigate the claims and grievances of committed offenders, informally adjusted juveniles and contract clients, and to advocate for compliance by the Department any correctional facility, or any contract agency with all laws, administrative rules, and institutional and other policies relating to the rights and dignity of committed offenders, informally adjusted juveniles, and contract clients.

ORGANIZATION: The Office of Advocacy of the Department of Corrections was created with the formation of the Department of Corrections as a separate department in 1981. Prior to that time, advocacy services had been provided to correctional clients through the Office of Advocacy of the Department of Mental Health and Corrections. The Department of Corrections now has a full-time Chief Advocate located at the Central Office, a full-time Advocate at the State Prison in Thomaston and a full-time Advocate who provides services at the Maine Youth Center and the Maine Correctional Center. Advocacy services at the other institutions are handled by the Chief Advocate and by other institutional counseling staff in cooperation with the Chief Advocate.

PROGRAM: The Office of Advocacy routinely handles complaints and requests of inmates at all institutions operated by the Department of Corrections. The office is also frequently contacted by family members of inmates and clients, and by persons from other public and private agencies.

During the past year, the Office of Advocacy was instrumental in the adoption by the Department of a standard grievance procedure for use in all institutions and facilities operated by the Department. The Office has also been assisting in the revision of disciplinary procedures and in other areas of systems advocacy.

Civil legal services are provided to correctional clients through a contract agreement with an outside law firm, which handles civil legal problems at no cost for clients of the Department of Corrections who have been referred by the Office of Advocacy. This contract also provides for legal services and post conviction review for Maine inmates who are being held in institutions outside the State of Maine.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

CHARLESTON CORRECTIONAL FACILITY

JEFFREY D. MERRILL, DIRECTOR

Central Office: Charleston, Maine *Telephone:* 285-3307
289-2060

Mail Address: Charleston, Maine 04422

Established: 1980 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 211; *Citation:* 34A M.R.S.A., Sect. 3601

Average Count—All Positions: 59 *Legislative Count:* 61

PURPOSE: The purpose of this facility is to confine and rehabilitate inmates that are transferred from the Maine Correctional Center located in South Windham, or the Maine State Prison located in Thomaston, and who are sentenced to these facilities pursuant to MRSA Title 15, Section 2611. Charleston Correctional Facility is designed to serve as an intermediate step between the main institutions and the pre-release facilities located in various parts of the State. Charleston was opened in November, 1980, to assist in the alleviation of overcrowding in the larger institutions and to provide a greater degree of flexibility and progression in the State's Correctional System.

ORGANIZATION: The Charleston Correctional Facility is located on the site of the former Charleston Air Force Base in Charleston, Maine. The Charleston Correctional Facility became operational in November of 1980. The State of Maine was able to commence operation by securing a temporary lease with the Federal Government. The State has since acquired a 30-year lease for the facility. Within the last twelve months, the Charleston Correction Facility was removed from the administrative structure of the Maine Correctional Center and has assumed primary responsibility for its own development and operation.

PROGRAM: The Charleston Correctional Facility is responsible for the care, treatment, custody and security of prisoners transferred to the unit. Charleston is a minimum security facility.

All prisoners are classified by a Classification Board at the main institution prior to the transfer to the Charleston Correctional Facility. This board reviews the individual's medical, dental, psychological, educational, theological and program needs. This necessary information is forwarded to the Director of the Charleston Facility. When the individual arrives at Charleston, he appears before a Classification Committee for further determination as to his programmatic requirements.

The two major programs at Charleston are **public work restitution** and **vocational training**. The requests for prisoner labor and skills for restitution projects in the surrounding communities has increased dramatically and has involved a wide range of projects. Two projects that were highlighted in the past year involving prisoner labor were **OPERATION HAYLIFT** and **THE FLOOD OF '87.** Other projects included removing brush and trees from roadsides in Wellington, Piscataquis River Christian Center, Levant cemetery, and a 100' wide fire break surrounding the Charleston Landfill. Painting crews refinished the interior of the Methodist Church in Dexter, G.A.R. Hall in Garland, classrooms at the Charleston Elementary School, the Forest Service Ranger's house in Dover and Fish & Wildlife's aircraft hanger in Greenville.

The Sebec Ladd School roof was re-shingled; a pole barn extension was constructed for the Bureau of Public Lands in Orono; an elaborate playground was built at the Mayo St. School in Dover; handicapped ramp for the Advent Christian Church in Dover; repaired fence and playground equipment at the Little People Park, Dover; partitions, insulation and sheet rock installed at the Bangor Nazarene Church; addition added to the Dover Nazarene Church. On grounds projects included upgrading fire alarm systems throughout the institution; renovations of major offices and storage areas; rebuilt walk-in coolers in kitchen; all dormitory T.V. and card rooms were renovated; 3200 feet of cable trench was dug, cable laid and backfilled for new telephone system; and the roofs of the Learning Center, gymnasium and Dining Hall were rebuilt.

A vocational training program has been developed at this facility that includes sawmill operator, woodharvesting, building maintenance, and welding. Since the conversion of the boilers to woodburning, prisoners have the opportunity to earn Boiler Operator's Licenses. In addition to the vocational programs, a GED academic program has been developed and a Maine Department of Labor Grant has provided a Comprehensive Competencies Program utilizing computer assisted instruction. Also, with the cooperation and training by the Department of Conservation, volunteer prisoners from Charleston are trained in fire fighting procedures, and have been called out to assist in the "mop-up" of several forest fires over the past five years.

Medical: There is no medical staff at the Charleston Correctional Facility. Prisoners with major medical problems are not transferred to Charleston. There is a nurse under contract that screens minor medical problems for necessary treatment and makes any necessary referrals.

Dental: Necessary dental care is provided to a prisoner in the main institution prior to transfer to Charleston. When a prisoner at Charleston requires emergency dental work, he is transported by a correctional officer for necessary treatment.

Alcohol Counseling: The local AA Chapter meets at the Charleston Facility weekly. Prisoners are welcome to attend and participate. In addition to the AA program, the Department contracts Substance Abuse counseling that involves "one on one" counseling and various group and educational activities.

Religious Services: A local minister, Rev. David McLeish, has provided his services as Chaplain. He provides counseling to prisoners and their families. Religious services are conducted each Sunday. The services are conducted by different denominations on a rotating basis.

Recreation: The facility has an excellent gymnasium where prisoners are provided the opportunity to participate in basketball, volleyball, weight lifting and billiards. There is also a softball field which is utilized extensively in the summer months.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CHARLESTON CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,154,204	1,138,009			16,195	
Health Benefits	84,303	83,182			1,121	
Retirement	227,047	224,299			2,748	
Other Fringe Benefits	5,735	5,445			290	
Computer Services — Comm.	956	956				
Computer Services — State	941	941				
Other Contractual Service	185,636	185,636				
Rents	758	758				
Commodities	86,024	85,489			535	
Grants—Subsidies—Pensions	13,026	13,026				
Equipment	20,215	20,005			210	
Interest—Debt Retirement	16	16				
Transfers to Other Funds	161				161	
TOTAL EXPENDITURES	1,779,022	1,757,762			21,260	

MAINE CORRECTIONAL CENTER

JAMES R. CLEMONS, SUPERINTENDENT
HAMILTON W. GRANT, Assistant Superintendent, Rehabilitative Services
DUANE A. CUMMINGS, Assistant Superintendent, Security

Central Office: 17 Mallison Falls Road, Windham *Telephone:* 892-6716
Mail Address: 17 Mallison Falls Road, Windham, Maine 04062
Established: 1919 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 205; *Citation:* 34A M.R.S.A., Sect. 3401
Average Count—All Positions: 194 *Legislative Count:* 208
Organizational Units:
Care & Treatment Unit
Custody & Control Unit
Pre-Release Centers
Business Services

PURPOSE: The Maine Correctional Center, formerly known as the Men's Correctional Center, was established for the confinement and rehabilitation of persons under the age of 18 years with respect to whom probable cause has been found under Title 15, Section 2611, subsection 3, who have pleaded guilty to or have been tried and convicted of crimes in the Superior Court, and persons over the age of 18 who have been convicted of, or who have pleaded guilty to crimes in the courts of the State, and who have been duly sentenced and committed to the Center. The Center may also accept transfers from the Maine State Prison and County Jails for participation in Center programs.

All persons committed to the Center are detained and confined in accordance with the sentence of the court and rules and regulations of the Center. Provisions for the safekeeping or employment of inmates are made for the purpose of teaching such inmates a useful trade or profession and improving their mental and moral condition. The Superintendent has supervision and control of the inmates, employees, grounds, buildings and equipment at the Center.

ORGANIZATION: The Maine Correctional Center at South Windham was established in 1919 as the State Reformatory for Men, administered by trustees. It was originally designed for the incarceration of male offenders for any crime except murder and as a medium security institution with a maximum security capability for short duration confinement. In 1931, the Reformatory was placed under the Department of Health and Welfare, and in 1939 under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981. The Reformatory was renamed the Men's Correctional Center in 1967. On April 13, 1976 a law was enacted which changed the name to the Maine Correctional Center and combined the Women's Correctional Center and the Men's Correctional Center together on the grounds of the Men's Correctional Center in South Windham making this Center co-educational.

PROGRAM: The program of the Maine Correctional Center has several facets.

Care, Treatment, Custody and Security. The merger of the Women's and Men's Correctional Centers was accomplished while attempting to retain the most effective services of both programs. By statute and by program desire, the housing facilities for the men and women are separate. Through classification, resident needs are identified and consequently programs have been developed to meet these needs. The Center has medical, dental and nursing services. Consulting psychological and psychiatric services are currently available two days per week.

Religious and Educational Theology Programs. These services are offered by a full time Protestant Chaplain and a Catholic Chaplain who aid considerably in the treatment program. During the summer months, this program is greatly enhanced by a Clinical Pastoral Training Program which offers the institution a great deal of general counseling and spiritual development. Up to six clergy, on an intern basis, are at the Correctional Center for this training program. During the year, special programs are offered by various religious groups within the community providing further enrichment to this program. In addition, there is an active community clergy visitation program and a volunteer program. Two volunteers function as assistant chaplains two days each week. Some volunteers teach individual and group bible classes. Other volunteers assist the chaplains in their ministry with the inmates.

Substance Abuse Treatment Program. This program provides chemically dependent residents with the opportunity for individual assessment, participation in a two-level group education process, individual and group counseling and access to the self-help fellowships of Alcoholics Anonymous (A.A.), Narcotics Anonymous (N.A.) and Alanon. The self-help groups are generously supported by outside community members. The treatment program is staffed by three full-time substance abuse counselors, one of whom is program director, and a part-time secretary. Alcohol and drug education is offered to correctional officers and other staff on at least an annual basis.

Education Program. The Education Program has a teacher-principal, a guidance counselor and one academic teacher who are state funded and two academic teachers, who are federally funded. These five people are responsible for all academic instruction including Remedial Reading and Arithmetic, High School Equivalency (GED), High School Completion and post secondary instruction which includes supervision and registration of students for courses offered through the University of Southern Maine. The academic courses are taught on a semi-tutorial basis with each student's program being tailored to meet the indicated needs in an atmosphere conducive to the learning process while striving to develop an appreciation of the value of education. In addition to the academic courses, Art and Home Economics instruction are available through state funded teachers.

The vocational area is staffed with nine instructors, all of whom are state funded. These instructors offer courses in the following fields: Building Trades, Small Engine and Automotive Repair, Graphic Arts, Welding, Meat Cutting, Household and Industrial Electricity, Automotive Front End Work, Pre-vocational Shop, and Business and Office Procedures.

Classification Committee. This Committee determines individual programs within the institution and utilizes the community when a need can apparently be better met there than in the Institution. Once it is determined that the individual resident has no known problem areas which could be of danger to the society and can accept the responsibility of being in the community, the resident, upon approval, may be placed on a paying job through Work Release. Or, the resident may be placed in the community for educational purposes on the Study Release Program and housed either at the Center, a pre-release center, or a county jail. The Furlough Program also allows the Center, for specific reasons, to allow the residents to be in the community for limited periods of time.

Recreation. The recreation department utilizes the gymnasium, outdoor playing field, and numerous leisure time activities including movie and canteen room. Offground activities are minimal due to the large number of inmates and the length of sentences.

Housing Areas Program. A male resident may move through a program of housing areas. They are specifically designed programs integrated through each housing area which offers more responsibility and freedom to the resident as he progresses through them. The correctional officer staff is responsible for determining with the resident his needs, and moving the resident to the area in which these needs can best be met, and helping him to meet the standards and living conditions of that area and move to another area which will further broaden his capability of making social adjustments so once he returns to the community he will be better able to be socially accepted in society.

The Correctional Center also has responsibility for the Central Maine Pre-Release Center in Hallowell.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CORRECTIONAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,451,042	4,400,254			50,788	
Health Benefits	272,757	268,645			4,112	
Retirement	891,586	882,956			8,630	
Other Fringe Benefits	23,219	22,847			372	
Computer Services — Comm.	2,205	2,205				
Computer Services—State	7,124	7,124				
Other Contractual Service	876,275	871,062	173		5,040	
Rents	3,398	3,398				
Commodities	754,159	733,968	13,549		6,642	
Grants—Subsidies—Pensions	102,751	98,011			4,740	
Buildings and Improvement	28,759	28,759				
Equipment	125,058	111,862	7,119		6,077	
Interest—Debt Retirement	851	851				
Transfers to Other Funds	489		61		428	
TOTAL EXPENDITURES	7,539,673	7,431,942	20,902		86,829	

DOWNEAST CORRECTIONAL FACILITY

C. MARK CATON, DIRECTOR

Central Office: Machiasport, Maine *Telephone:* 255-4554
Mail Address: General Delivery, HCR 70, Box 428, Bucks Harbor, Maine 04618
Established: 1984 *Sunset Review:* Not Established
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 220; *Citation:* 34A M.R.S.A., Sect. 3901
Average Count—All Positions: 56 *Legislative Count:* 57

PURPOSE: The Downeast Correctional Facility was established by the Legislature in September 1984 for the confinement and rehabilitation of persons who have been duly sentenced and committed to the Department of Corrections.

ORGANIZATION: Funds were appropriated to purchase, renovate, and make the former Bucks Harbor Air Force Station operational as a correctional facility. The facility is fully staffed and the prisoner count is at capacity. Renovation projects are expected to be completed by the end of 1988.

PROGRAM: Programs at the Downeast Correctional Facility are diversified.

Educational. Programs are in education and vocational training such as electrical, welding, and building trades. The education program has two certified teachers who are responsible for all testing and academic instruction. The academic instruction, though primarily geared for high school equivalency (GED), will also focus on business courses emphasizing everyday life skills. Also, we anticipate having post-secondary courses that might be applicable through the University of Maine at Machias. These academic courses will be taught primarily on a semi-tutorial basis to meet the educational needs of the prisoner.

The vocational programs are staffed with instructors with competency and expertise in the following career areas: Electrical, Welding, and Buildings Trades — that emphasize carpentry skills.

Religious Services. A minister is providing services as a Chaplain. He coordinates services and meetings for prisoners of different denominations. He is also responsible for religious counseling to the prisoners and their families.

Medical. A Family Nurse Practitioner is assigned to screen minor medical problems for necessary treatment and/or referral to the contracted services of an M.D. A sick call service is provided five (5) days per week (four [4] hours each day) excepting weekends and holidays. Emergency care and treatment is provided by the local area hospital.

Dental. Dental care is provided to any prisoner as the need arises. Prisoners are transported to the contracted dentist by a Corrections Officer.

Alcohol/Substance Abuse Counseling. Through a grant, prisoners receive one-to-one counseling of a licensed MSW. This individual also provides workshops and group therapy dealing with alcohol/substance abuse. Additionally, a volunteer from AA meets with prisoners who wish to participate in the program.

Psychological Services. A psychologist is under contract to meet the needs of prisoners, especially to those prisoners incarcerated for sexual abuse and related crimes.

Caseworker. A caseworker assists prisoners and their families in making recommendations for treatment programs within the community and in therapeutic and rehabilitative settings. The caseworker places the prisoner in aftercare programs which may involve foster home placement, mental health clinics, referrals, schools and/or vocational training agencies.

Classification Committee. This committee has a direct impact on the prisoner; for its primary responsibility is to orientate each new prisoner to the facility, its housing, care and/or its treatment and programs. The committee is virtually responsible for the safety and well-being of each prisoner assigned to the Downeast Correctional Facility. The classification committee carefully analyzes all input to determine the initial anniversary and/or requested changes to the security status of prisoners housed at the facility.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DOWNEAST CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	992,679	992,679				
Health Benefits	72,443	72,443				
Retirement	201,581	201,581				
Other Fringe Benefits	6,236	6,236				
Computer Services—Comm	465	465				
Computer Services—State	887	887				
Other Contractual Service	242,003	241,803			200	
Rents	1,010	1,010				
Commodities	182,883	178,177			4,706	
Grants—Subsidies—Pensions	7,970	7,970				
Buildings and Improvement	466,968	466,968				
Equipment	18,317	18,317				
Interest—Debt Retirement	74	74				
Transfers to Other Funds	245				245	
TOTAL EXPENDITURES	2,193,761	2,188,610			5,151	

JUVENILE JUSTICE ADVISORY GROUP

A.L. CARLISLE, CHAIRMAN

Central Office: Room 400, State Office Building, Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1979 *Sunset Review:* Not Established

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 201J; *Citation:* 34A M.R.S.A., Sect. 1209

Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The Juvenile Justice Advisory Group (JJAG) was created in response to the requirements of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. In Maine, the overall responsibility of the Juvenile Justice Advisory Group is to participate in the development of the State's juvenile justice plan and to review and act on all juvenile justice and delinquency prevention grant applications. In addition, the Juvenile Justice Advisory Group advises the Governor and the Legislature on matters related to delinquency, the prevention of delinquency, and the requirements of the Act for detaining and incarcerating juveniles, develops more effective education, training, research, prevention, diversion, treatment and rehabilitation programs in the area of juvenile delinquency and improvement of the juvenile justice system; and reviews the progress and accomplishments of juvenile justice and delinquency prevention projects funded under the State plan.

ORGANIZATION: The Juvenile Justice Advisory Group, constituted in 1975 and formalized by Executive Order 4 FY 80 on October 5, 1979, was authorized by statute in 1984 (34A M.R.S.A. § 1209). Consistent with PL 93-415, Sec. 223(a) (3), the advisory group consists of not less than twenty-one and not more than thirty-three representatives of the following interests: representatives of units of local government, law enforcement and juvenile justice agencies including: law enforcement, corrections or probation personnel, and juvenile court judges; representatives of public agencies concerned with delinquency prevention or treatment, such as welfare, social services, mental health, education or youth services departments; representatives of private organizations concerned with delinquency prevention or treatment; neglected or dependent children, and the quality of juvenile justice, education or social services for children; representatives of public/private agencies which utilize volunteers to work with delinquents or potential delinquents; representatives of community-based delinquency prevention or treatment programs; representatives of business groups and businesses employing youth; representatives with special experience and competency in addressing the problems of school violence and vandalism; and representatives with special experience with the problems of learning disabilities.

In addition, a majority of members (including the chairman) shall not be full-time employees of the federal, state or local government. At least one-fifth of the members must be under the age of 24 at the time of appointment, and at least three members must have been or shall currently be under the jurisdiction of the juvenile justice system.

Pursuant to the provisions of PL 93-415, Sec. 223(a) (3), the performance of the responsibilities of the Governor relating to provision of staff and support are delegated to the Commissioner of the Department of Corrections, who may appoint staff as he deems necessary to implement the purposes of the program. The Maine Department of Corrections has been the fiscal agent of the advisory group since July 1, 1982.

PROGRAM: The federal allocation for Maine's Juvenile Justice and Delinquency Prevention Program for FY 87 was $225,000, including funds for grants programs and administration. Of this amount, $16,875 is allocated for the administration of the program and $11,250 is allocated for the expenses of the JJAG, leaving $196,875 for grants to private, not-for-profit organizations and units of state and local government for projects designed to remediate or prevent delinquency.

The JJAG met eleven times to conduct regular business, including regular monitoring for state compliance with the requirements of the Act and to develop the Comprehensive Juvenile Justice and Delinquency Prevention Plan for 1988 to 1990. In addition, its several standing and ad hoc committees meet as necessary to further JJAG initiatives in conformance with Plan objectives.

Grants Committee. The Grants Committee reviewed all applications for JJAG funds and developed recommendations for JJAG action on the proposals. Among programs funded in FY 87 were: The JJAG's Jail Monitoring Project which provides staff services for continuing JJAG monitoring to ensure compliance with the Act; the continuation of emergency foster care services in York County by Little Brothers of Greater Portland; the continuation of emergency foster placements in Penobscot County and adjacent areas under the auspices of Diocesan Human Relations Services; two pilot projects to develop alternatives to jail for youth, one in Northern Maine, the other in the south, and Maine Sheriffs' Association project to develop policies and procedures for the management of juveniles in jails.

Legislative Committee. The Legislative Committee reviewed all bills submitted to the 113th Legislature which might affect juveniles. The Committee regularly took positions on such bills, especially those whose subject had some bearing on Act requirements as they are applied in Maine or which related to initiatives described in the Plan. The Legislative Committee is responsible for all JJAG initiated legislation which, in FY 87, consisted of a bill to permit to clarify the conditions under which juveniles may be detained.

Jail Monitoring Committee. The Jail Monitoring Committee has continuing responsibility to monitor Maine's jails and lockups to ensure compliance with Act requirements and State Jail Standards which require that juveniles who are held in adult-serving facilities are housed only in areas which provide sight and sound separation from adults, and that youth who are charged with offenses, which would not be crimes were they adults, are not confined in such facilities. The Committee found the State did not comply with the federal requirement that it decrease juvenile admissions to Maine's jails by 75% by December 8, 1985 for the most recent reporting period. The second continuing responsibility of the Committee, to oversee the JJAG's initiative to achieve substantial compliance (75%) with the 1980 amendments to the Act which required the removal of juveniles from all adult-serving facilities by December 1985, has been the highest priority.

In addition to the Jail Monitoring Committee, a Secure Detention Task Force has been constituted to elicit local participation in formalizing the JJAG's response to the federal jail removal initiative. The Task Force has a greater participation from the sheriffs than the Committee and includes county commissioners and local youth-service providers, as well as members of both the JJAG and the Committee.

Prevention Committee. The JJAG was designated by the Department of Corrections to serve as the catalyst for developing the Department's Delinquency Prevention Plan. The JJAG solicited representatives from the Departments of Corrections, Educational and Cultural Services, Human Services, Labor, Mental Health and Mental Retardation, and Public Safety and from community-based prevention agencies to comprise a planning committee whose efforts in FY 85 and 86 culminated in the publication of the statewide plan in the autumn of 1986. The Committee's focus will be on implementing that plan in FY 87.

Violent and Chronic Youthful Offender Committee. The most recently constituted ad hoc committee proposes to assess the treatment and security needs of this group of offenders, to develop a strategy for presentation to corrections managers and the second session of the 113th Legislature.

Additional Activities. The JJAG, as a matter of policy, makes itself available for cooperative efforts with public and private agencies which request planning, evaluation, or technical assistance for programs consistent with the goals articulated in the Comprehensive Juvenile Justice and Delinquency Prevention Plan. Limited funds are available for training directed to improve the skills of those who are employed in some component of the juvenile justice system. The JJAG possesses, as well, a limited ability to respond to public and private inquiries for research and other information on the subject of delinquency and its prevention.

PUBLICATIONS:

Copies of the following publications may be obtained, free of charge, from the JJAG, Department of Corrections, State House Station 111, Augusta, Maine 04333:

Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan, 1988-1990.
Report to the Governor (FY 1987)
JJAG Newsletter, Quarterly
JJAG Brochure

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

STATE PAROLE BOARD

PETER J. TILTON, Secretary

Central Office: Room 400, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 208; *Citation:* 34A M.R.S.A., Sect. 5201
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The State Parole Board was established to rehabilitate and restore persons convicted of crime to useful membership in society by offering the institutionalized convict the opportunity to make good on his own outside prison walls. The primary responsibilities of the Board are to determine the time of parole for each inmate and prisoner or to revoke parole when warranted due to parole violation. The Board also determines the time of discharge of parolees from parole supervision, formulates policies, adopts regulations, establishes procedures, and advises concerning pardons when requested by the Governor.

ORGANIZATION: The State Parole Board, created in 1931 under the name of Parole Board, originally consisted of three members: the Commissioner of Health and Welfare and any two members of the Executive Council designated by the Governor. From 1931 to 1939, the Board was under the Department of Health and Welfare, and from 1939 to 1957 under the Department of Institutional Service. In 1957, the Parole Board was abolished and its duties were assumed by the State Probation and Parole Board. In 1967, a Division of Probation and Parole was created within the Bureau of Corrections to administer probation and parole services in conjunction with the Board's parole duties. The Board was redesignated State Parole Board in 1971, to consist of five members appointed by the Governor, for terms of four years. In January 1984, the Board began to hear entrustment revocation proceedings for those juveniles alleged to have violated their conditions of release on entrustment from the state's juvenile correctional institutions. The Board elects its own chairman and meets at least bi-monthly. It may meet as often as necessary.

PROGRAM: The State Parole Board hears cases at the Maine State Prison and the Maine Correctional Center for those sentenced prior to May 1976 to determine when inmates should be released on parole, when they have committed violations of parole, how much violation time should be served, if any, and when a prisoner or inmate is to be discharged. In addition, the Board hears entrustment dispositional cases at the Maine Youth Center to recommend to the Superintendent of the facility what disposition would be in the best interests of the juvenile and the community.

Maine State Parole Board Action
Annual Report
Fiscal Year—1986-1987

Adult

Paroled	7
Paroled & Discharged	0
Paroled & Discharged (to New Sentence)	1
Denied	21
Continued (Pending)	3
(Resolved)	6
TOTAL Parole Eligible	38
Early Discharge Requests	2
Others	2
TOTAL Cases Heard	41

During the fiscal year 1986-87, the Parole Board met a total of 6 times and considered 41 cases; 5 parole violators were heard and 0 early discharges were granted.

Juvenile

The Maine Parole Board met at the Maine Youth Center a total of 23 times during the period July 1, 1986-June 30, 1987. Eighty-one (81) total cases were heard with the following decisions made: (62) recommend return to MYC to complete a standard program or to 18th birthday. (2) found in violation & returned to Entrustment status. (4) found in violation, returned to MYC until suitable placement was found. (8) recommend release to Absent with Leave Status. (0) Continued status. (5) Not Heard, failed to appear. (0) Released, immediate discharge.

PUBLICATIONS:

Parole Board Rules and Policy—Free

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	14,658	14,658				
Health Benefits	821	821				
Retirement	1,472	1,472				
Other Fringe Benefits	57	57				
Other Contractual Service	4,778	4,778				
Rents	65	65				
Commodities	944	944				
TOTAL EXPENDITURES	22,795	22,795				

STATE PRISON

MARTIN A. MAGNUSSON, WARDEN
JOSEPH SMITH, Deputy Warden
LARS HENRIKSON, Deputy Warden

Central Office: Thomaston, Maine *Telephone:* 354-2535
Mail Address: State Prison, Box A, Thomaston, Maine 04861
Established: 1823 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 206; *Citation:* 34-A M.R.S.A., Sect. 3201
Average Count—All Positions: 287 *Legislative Count:* 310.5
Organizational Units:
Bolduc Unit
Bangor Pre-Release Center

PURPOSE: The State Prison was established to confine convicted offenders and to provide correctional treatment and rehabilitation programs designed to prepare such offenders for eventual release. The institution is responsible for the custody, control, employment and government, as provided by law, of adult male offenders lawfully committed to the prison. In addition, the prison may establish vocational training programs and transfer inmates to the State Prison Bolduc Unit at South Warren to participate in work or educational release programs outside the institution. A similar unit is located at Bangor called the Bangor Pre-Release Center.

ORGANIZATION: The State Prison at Thomaston was opened officially in July, 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term of time not less than one year. Additions to the prison were built in 1828 and 1843 and, after a fire in 1850, an expanded prison was completed in 1854. In 1923, the prison was again destroyed by fire and replaced with the present structure in 1924.

The prison has always been a maximum security facility for adult felons. Women were sentenced to the institution until 1935 when they were transferred to the Women's Correctional Center in Skowhegan. Until 1970, the prison was partially supported by a farm in South Warren which was destroyed that year by fire. The former barracks at South Warren now serve as the State Prison Bolduc Unit.

The prison was initially administered by a warden and inspectors and later (1917) by a Board of Prison Commissioners. In 1931, the prison was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981.

On April 18, 1978, the official name of the minimum security unit was changed to the Ronald P. Bolduc Unit in honor of Ronald P. Bolduc, a long time employee of the Department of Corrections.

PROGRAM: Coming out of the lockdown, the prison staff set out to reorganizing the institution to insure a safe and stable environment for staff and inmates with prompt and effective delivery of services to the inmate wards of the state.

New visiting and contraband policies were instituted and re-enforced. A rigorous pass system now controls inmate movement in the prison. Rules and regulations governing the inmates and disciplinary procedures have been revamped and promulgated to establish and maintain orderly and equitable handling/management of inmates. Systematic inspection of food service and housing areas contributes to sanitation and adequate provisions for feeding and residence spaces.

The inmate Novelty Program has been limited to one prison area (Craft Room) and only inmates who are regularly assigned to work, other than prison industries, can participate in it. Ceilings have been placed on earnings and close staff supervision exercises quality control over items offered for sale. Prison industries have been reorganized; contractual agreements with inmates encourage their motivation to participate in productive labor. Two half-day shifts are operating in all prison work areas with opportunities for minimal compensation available only to productive working inmates.

Treatment services have been augmented and strengthened by additions to staff and procedural improvements. Medical services have come under the direction of a Physician's Assistant who provides increased inhouse services and professional direction for the nursing staff. The Legislature had authorized two additional nurses to upgrade staff. Social workers have increased in number to furnish more input into the classification process and give increased direct care to inmates and monitoring of their progress. Augmentation of the caseworker contingent will allow the further strengthening of a professional level case management system. Treatment and management functions are centralized into a revitalized Classification Committee which includes a broad spectrum of prison professional staff and operates under the aegis of a classification manual that is in conformity to national standards in corrections. Three psychologists perform diagnostic, treatment and consulting work for institution, inmate and staff benefit. The legislative addition of a PhD level psychologist position will enrich the scope of the Mental Health staff services. Substance abuse as a major treatment problem has been recognized and addressed by staff, and contractual use of alcohol tax monies has provided an active three-counselor drug and alcohol education and rehabilitation program. A refurbished and reorganized library under professional direction contains up-to-date fiction, nonfiction and reference material. Recreational activities have been augmented by new equipment and programmatic enrichment. Pastoral services have been expanded to encompass a larger degree of outside community and volunteer involvement in the prison experience.

The Community Programs Department, through careful classification procedures, risk assessment, and attention to community sentiment, has been able to successfully furlough close to 40% of eligible inmates without significant transgressions of this trust. Educational services within the prison provide academic work up to the college level while outside the walls vocational training is available for selected inmates toward the end of their sentences. Severe overcrowding has caused the opening of several areas of the institution for dormitory housing. This has increased the tension, and number of assaults and incidents within the facility. Overcrowding has increased the population at the Bolduc Unit (MSU) to 80 and at Bangor Pre-Release Center to 41. Bolduc MSU houses inmates in vocational training, prison assignments, or on work release. The Bangor Pre-Release Center houses inmates who are on institutional assignments, work or education release. Inmates are also on work release and educational programs out of county jails and halfway houses.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PRISON	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,431,298	6,403,705				27,593
Health Benefits	386,688	385,986				702
Retirement	1,672,635	1,666,773				5,862
Other Fringe Benefits	34,077	33,949				128
Computer Services—State	6,118	6,118				
Other Contractual Service	1,603,549	1,476,639	1,716		1,075	124,119
Rents	3,318	3,181				137
Commodities	1,229,387	1,131,868	175		4,001	93,343
Grants—Subsidies—Pensions	299,774	299,474				300
Equipment	165,469	163,705	437		1,327	
Interest—Debt Retirement	3					3
Transfers to Other Funds	358,139		8		198	357,933
TOTAL EXPENDITURES	12,190,455	11,571,398	2,336		6,601	610,120

DIVISION OF PROBATION AND PAROLE

PETER J. TILTON, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1967 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 237; *Citation:* 34A M.R.S.A., Sect. 5401

Average Count—All Positions: 114 *Legislative Count:* 138

PURPOSE: The Division of Probation and Parole was established to provide effective counseling, direction, and motivation to committed offenders and adjudicated juveniles on probation or parole, so as to enable them to become more productive and constructive members of society. In its role as the Administrator of Probation and Parole Services, the Division is responsible for conducting pardons and commutation investigations for the Governor, pre-sentence investigations for the courts, post-sentence pre-parole and other investigations for the state's correctional institutions, and for the handling of adult and juvenile interstate compact cases for other states. In addition to administering probation and parole services, the Division is also responsible for providing juvenile court intake services throughout the state. Juvenile intake duties include the screening of all detention requests by law enforcement agencies to determine if it is necessary for a youth, following arrest, to be detained in a secure detention facility, and the screening of all juvenile cases referred by law enforcement agencies for formal court proceedings to determine which cases are appropriate to be adjusted on an informal basis without involving the juvenile in the court system. The Director of the Division appoints, subject to personnel law, district probation and parole officers/juvenile caseworkers and provides for their instruction and training; makes recommendations to the State Parole Board in cases of violation of parole; issues warrants for the arrest of parole violators; establishes and administers standards, policies and procedures for the field probation and parole service and institutional parole officers; and acts as the executive officer and secretary of the State Parole Board.

ORGANIZATION: The Division of Probation and Parole was created in 1967. In January, 1984, the Office of Juvenile Intake was consolidated into the Division. In August 1986 the Intensive Supervision Program was enacted and came under the control of the Division. The Division consists of adult probation and parole officers, intensive supervision officers, juvenile caseworkers, and other administrative employees in classified state service.

PROGRAM: The Division of Probation and Parole is responsive to Maine's court system by performing juvenile intake services, conducting investigations and making recommendations on disposition when requested, supervising probationers, and developing diversionary programs. The Division also supervises adults on parole from the state's penal and correctional centers and youth released on entrustment from the Maine Youth Center. The Division also supervises inmates sentenced to the Intensive Supervision Program. In addition, Division personnel conduct investigations for the State Parole Board and the various correctional institutions; counsels, finds employment and refers clients to appropriate service agencies such as mental health centers, family counseling services, etc. The Division is primarily a community-based agency that cooperates with all other phases of the Department of Corrections.

The administrator for both the adult and juvenile interstate compacts is the director of the Division of Probation and Parole. Under the terms of the two compacts, he oversees the supervision of both adult and juvenile probationers and parolees who are referred to this State from other jurisdictions. In turn, Maine probationers and parolees, both adult and juvenile, who are residents of, or desire to move to, another state are referred to another compact state for similar supervision.

Clients Under Supervision

Informal Adjustment	Probationers		Parolees		Intensive Supervision
Juveniles	Adult	Juveniles	Adult	Juveniles (Entrustment)	Adult
639-(approx.)	4,227-(approx.)	757-(approx.)	52-(approx.)-	219	11

Total Under Supervision: 5998*
(6/30/87)

*This figure includes probationers and parolees being supervised under interstate compacts.

PUBLICATIONS:

Division of Probation and Parole—Policies and Procedures Manual—on location

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,751,156	2,751,156				
Health Benefits	146,300	146,300				
Retirement	470,582	470,582				
Other Fringe Benefits	16,221	16,221				
Computer Services—Comm	6,243	6,243				
Computer Services—State	4,740	4,740				
Other Contractual Service	359,460	353,823			5,637	
Rents	135,918	135,918				
Commodities	39,178	39,178				
Grants—Subsidies—Pensions	52,709	52,709				
Equipment	60,560	60,560				
Transfers to Other Funds	37				37	
TOTAL EXPENDITURES	4,043,104	4,037,430			5,674	

MAINE YOUTH CENTER

RICHARD J. WYSE, SUPERINTENDENT
FRANCIS A. CAMERON, Assistant Superintendent, Rehabilitative Services
ANTHONY A. SESTO, Assistant Superintendent, Care Custody and Security

Central Office: 675 Westbrook Street, South Portland *Telephone:* 879-4000
Mail Address: 675 Westbrook Street, South Portland, Maine 04106
Established: March, 1853 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 204; *Citation:* 34A M.R.S.A., Sect. 3801
Average Count—All Positions: 226 *Legislative Count:* 239.5

PURPOSE: The Maine Youth Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training and religion as it relates to human relations and personality development. Boys and girls between the ages of eleven and eighteen may be committed to the Center for the term of their minority. The Superintendent acts as a guardian to all children committed, and may place any such child on entrustment with any suitable person or persons or public or private child care agency.

ORGANIZATION: The Maine Youth Center at South Portland was established in 1853 as the State Reform School, administered by a Board of Trustees. It was renamed State School for Boys in 1903. The Board of Trustees was abolished in 1911, and its duties were assumed by the Trustees of Juvenile Institutions. In 1931, the school was placed under the Department of Health and Welfare, and in 1939, transferred to the Department of Institutional Services, which later (1959) became the Department of Mental Health and Corrections. In 1981, the Department of Corrections was established. In 1959, the School was renamed the Boys Training Center. In 1976, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders.

PROGRAM: The Maine Youth Center continues to redefine many of its program functions to enable a total multi-disciplined team approach in working with those committed and held within the facility. The Maine Youth Center functions as a total coeducational rehabilitative resource within the state-wide correctional setting.

Care, Custody and Security: This department, which encompasses cottage life, admissions unit, control units, intensive care units, security treatment unit and the Hayden Special Treatment Unit, has continued to experience the excitement and satisfaction of functioning within an ever improving program. Our experience has mandated that we develop specialized programs in the areas of drug and alcohol, work release and independent living, violence and sex offender and a program for residents with educational problems. We have also divided the female program into two separate treatment units. The treatment teams, represented by staff from various disciplines with which each client is involved, function in an integrated and cooperative manner in the rehabilitation process of each individual client entrusted to the care of the Center.

The cottage life units, under the supervision of a Unit Director, function as the hub of the Center's total program. Each unit has a regular team which works with the Unit Director who is the liaison between various disciplines. The team has become involved in the programing, counseling and disciplining of the residents. Other staff may also have also been assigned to the team. These staff are from disciplines such as Education, Physical Education and Recreation and, when the need arises, the Psychologist and a Psychiatrist also participate. Accountability on the part of the residents has become an integral part of our program. Each resident is accountable for his or her actions immediately. Our tendency continues to be more "Reality Therapy" oriented.

The team concept has increased participation in programs throughout the institution. The staff, through this active participation, has become more involved with the total rehabilitation of the clients. The teams are constantly reviewing, and when necessary, suggesting and implementing program adjustment. Over and above the regular weekly meetings, special meetings are called in order that the team might deal with any emergency or special situation which arises. The common treatment approach utilized by the team in working with clients is an involvement process in which staff members exercise the concepts of Reality Therapy as they relate to presenting the client with the opportunity to choose to change to a more positive behavior. Off-grounds shopping trips, movies, work experience, weekend leaves and extended leaves which coincide with public school vacations are a few examples of privileges which are available and earned. Each client is assigned to a member of the team who is responsible for tracking the client's individual program. This tracking system continues to ensure a greater degree of success for each client within his or her individualized program. Clients of both sexes have benefited from an expanded coeducational program.

The Student Committee, comprised of student representatives and their alternates elected through a democratic process, convenes monthly to deal with a wide variety of subjects. The committee contributes to the development and review of the Center's programs and policies and seeks to ensure fair treatment for all students committed to the Center's care.

The Control Unit served as a most important communications and dispatch area for the Center. The team concept continued to be an asset to these units as a result of improved communications and increased team recommendations which, in most cases, and after review, were implemented. These areas of responsibility required a defined working order and consistency in handling the numerous and varied problems encountered. The Intensive Care Unit served as a relief valve for the open cottage community by providing accommodations for clients who acted in aggressive and/or assaultive types of behavior or who otherwise conducted themselves to the detriment of the programs. A separate unit has been implemented to handle all admissions to the Youth Center. This unit does initial processing on all newly committed, as well as newly admitted, Hold-for-Court clients. In addition, it serves as an internal communication center for the institution.

The Hayden Treatment Unit is made up of three closely coordinated and functionally interrelated components: the educational component, the social services component and the cottage life component. The Unit is different from other more traditional treatment units within the Center, and is able to provide a comprehensive range of "in-house" services, tailored to the needs of each client. A few of the elements utilized within the Hayden Treatment Program are referral and intake processes, development of individualized treatment plans, individual and group therapy sessions and family therapy sessions.

The Security Treatment Unit deals primarily with clients who have proven by their own actions that they are unable to function in any of the other existing programs at the Maine Youth Center. Assignment of clients to this unit is made to stabilize client behavior in order that they may re-enter other less secure programs within the institution and function in a responsible and accountable manner.

Rehabilitative Services: During the past year, the Center's Psychology Department continued to expand services in carrying out its mandate to provide all necessary psychological services for each committed student. Diverse and varied programs of psychological services have been developed on the basis of careful studies of emergent psychological needs of the students themselves. The scope of our program has been broadened and challenged due to the ever increasing and, at times, complex psychological needs of the population. Salient features of this work have reflected the Center's concern with each client as a whole person.

Social Services Division: The Maine Youth Center's Social Services Division continues to function in coordinating residential and aftercare programs. Within fiscal limitations and continued stringent interpretations of juveniles' rights, the interdepartmental staff through a coordinated effort are developing and implementing a strong program. The intake orientation procedure continued to schedule social services and other professional staff to interview and familiarize each new client with the Center, its staff and its programs. The Director of Social Services, in collaboration with the Unit Directors, continues to participate in cottage teams, counseling, coordinating emergency and privileged leaves, preparing reports for Reception Staffing and Clinical Services Committee meetings, and communicating with Juvenile Services Caseworkers, parents and/or interested parties involved with their clients. Their routine includes visiting clients assigned to the Intensive Care Unit on a daily basis and those assigned to the intermediate security cottage on a biweekly basis and attending regularly scheduled visiting days.

Juvenile Services Caseworkers continue to provide community based clients of the Maine Youth Center with extended services. In addition, the Juvenile Services Caseworkers maintain contact with families and community organizations of our residents during their stay. They provide a constant communications link between the Maine Youth Center and the communities.

The Reality Therapy model at the Center has brought changes through the Classification Committee and Social Services. Rather than a time limited contract system, each case is presented as a plan for the "rehabilitation" of that individual with objective, specifiable goals and long and short-run objectives. This rather major change in emphasis has some far-reaching implications for the juvenile justice system in Maine.

Hold for Court Evaluations: The court continues to send many clients to the Center for evaluation and hold. To assist in those cottages dealing with the large influx of residents, volunteers have been organized and a program developed that contacts all relevant community resources and assists in preparing a social evaluation for the evaluating psychologist, the courts, the unit of placement and, upon committal, the Juvenile Services Aftercare and Cottage Program.

Diagnostic Services: In accordance with the statutes of the State of Maine, the Maine Youth Center continues to provide diagnostic services to adjudicated juveniles. Basically, three reports — Social Summary, Psychological Evaluations and Psychiatric Evaluations — were submitted to the requesting court on particular clients. This includes services for female juvenile offenders, as well as those already established for male juvenile offenders. Also, additional educational testing and medical examination results were occasionally provided on request. The number of requests for this service has increased significantly each year in that this service has been offered to the courts.

Substance Abuse: The Social Service Director and/or counselors have continued to conduct in-residence counseling training for staff and volunteer personnel. This, coupled with staff participation in professional substance abuse workshops, has helped this agency gain awareness of the high incidence of drug abuse among clientele. An Alcoholics Anonymous (A.A.) program has recently been started, further reaching out to our youth who need help. One cottage is a certified chemical abuse treatment facility. The Maine Youth Center program continues to work with established community drug and alcohol agencies in order to provide treatment for youth in aftercare.

Education: The Arthur R. Gould School of the Maine Youth Center is approved by the Department of Educational and Cultural Services for the purpose of providing a full range of educational services to residents to include traditional academic classes; remediation; special education; supportive Chapter I programs; vocational education; equivalency diploma (GED); tutoring; achievement and diagnostic testing (to include educational psychological evaluation); and general socialization and survival skills. The School's basic role is to provide students with the opportunity to make significant educational gains, both in terms of knowledge and skill attainment and credit accumulation, and to make every effort to transition students back into their public schools as quickly and smoothly as possible. Efforts over the past several years to enhance and legitimize special education programming and services has resulted in compliance with P.L. 94-142. Arthur R. Gould School educators have recently completed a School Improvement self-study and submitted a five year School Improvement Plan to DECS in order to meet continued school approval status. This document will also become the basis for determining the school's compliance with the Education Reform Act of 1984. New positions which have been funded with the beginning of the 1987-88 School Year are necessary for full compliance to be realized include guidance, fine arts, foreign language, computer sciences and career education. The school has also developed a comprehensive plan for pre- and in-servicing educators and providing opportunities for professional growth.

In conjunction with the institution moving to a Reality Therapy Treatment model, the Arthur R. Gould School is implementing a Schools Without Failure educational model to include such innovations as non-graded classes, daily success lessons, classroom meetings and a discipline procedure based on Reality Therapy.

Pathfinder Program: The Pathfinder Program is based on the idea that if students are able to manage themselves with some skill in the natural environment of Maine, its ocean, streams, woods and mountains, their self-concept will be affirmed in more constructive ways, and so contribute to their need for a more positive social life. Each season of the year saw staff working with students to learn the basics of snowshoeing, cross-country skiing, winter camping, canoeing and sailing. These skills included the widening awareness of the need for and use of science, English, geography and biology.

Volunteer Services: Volunteers at the Center provide group counseling, one-to-one counseling, religious conference retreats, religious education, conduct moral inventory testing, function as reading aides, provide supportive friendships, camping equipment, canoes, occasionally homes for clients who are on leaves to the community or on work assignments in the community.

Worship Services: Worship is offered to the students in the form of Protestant services on Saturday, led by the chaplain and volunteers. On a voluntary basis, Roman Catholic Masses are offered on Friday afternoons.

Foster Grandparents: Our grandparents provide moral inventory testing, interviewing, cottage friendships, sewing, knitting, fly tying and model building, along with a number of other activities.

Medical: The provision of medical and dental services for admitted and Hold For Court clients was determined following the physical and dental examinations. The assessment and plan for each client was determined and when applicable, consisted of community referrals to Maine Medical Center, Mercy Hospital, Family Planning and other medical specialists. Services to clients that may have been started prior to their committal were continued with the respective physicians until care was completed. Pineland Center provided the following services for our department: X-rays, blood work, urinalysis, pregnancy testing, throat cultures and dental work (root canals) not of an emergency nature for our clients. Each assessment and plan was reviewed and updated as necessary. Individual health care for the prevention of infection and contagion, along with the establishment of good health habits, is stressed by the Medical Department. Medications and treatments were administered, as prescribed by our attending physician who visited each week for one-half day.

Physical Education: The Center's Department of Physical Education, Recreation and Athletics continues to provide a built-in flexibility to the program which can better meet the needs of the clients. The broad scope of the program includes such areas as interscholastic athletics, individual instruction, leisure time sports, intramurals, physical education classes and a varied program of activities such as games, dancing and in-cottage contests. Additional programs have been developed and will continue to be developed to meet the needs of a coeducational program.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE YOUTH CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,816,315	4,718,069			98,246	
Health Benefits	277,627	273,401			4,226	
Retirement	932,022	915,275			16,747	
Other Fringe Benefits	20,926	20,133			793	
Computer Services—State	12,216	12,216				
Other Contractual Service	406,522	403,431	340		2,751	
Rents	264	264				
Commodities	377,720	364,616	496		12,608	
Grants—Subsidies—Pensions	56,816	56,816				
Equipment	57,528	53,042			4,486	
Transfers to Other Funds	672		2		670	
TOTAL EXPENDITURES	6,958,628	6,817,263	838		140,527	

COUNTY RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1973 *Sunset Review:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 306; *Citation:* 30 M.R.S.A., Sect. 347
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The County Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of county records, following, as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the County Records Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the county level. Program services are provided to county governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The County Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of county records. The Board consists of five members, including the State Archivist as Chairman ex officio; and four members appointed by the Governor for terms of three years, one of whom must be a County Commissioner, one a Register of Deeds, one a Register of Probate, and one of whom is experienced in real estate title examinations. The headquarters of the County Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the County Records Board serve without compensation.

PROGRAM: The County Records Board acts upon requests submitted by county offices to destroy specified records having no permanent value. County officers attend ongoing workshops conducted by the Maine State Archives on document restoration, and are provided with technical assistance by other units of the Maine State Archives.

LICENSES, PERMITS, ETC.:

The County Records Board is responsible for authorizing the destruction of county records having no permanent value (30 M.R.S.A., Sect. 346). Procedures for the disposition of such records have been presented by the Board in accordance with the Administrative Procedures Act. Action taken by the County Records Board is evidenced by the issuance of an executed *Request for Disposition of County Records.*

FINANCES, FISCAL YEAR 1987: 30 MRSA Sections 348 & 349 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

MAINE CRITICAL AREAS ADVISORY BOARD

DAWN HILL-LOWTHER, CHAIR
HARRY R. TYLER, JR., Program Manager

Central Office: 184 State Street, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333
Established: 1974 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 308; *Citation:* 5 M.R.S.A., Sect. 3313
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The purpose of the Maine Critical Areas Advisory Board is to advise the State Planning Office on the Critical Areas Programs, especially in deciding which areas are to be included on the Register of Critical Areas. This Register is an inventory of natural features of unusual significance because of their natural, scenic, or scientific values.

ORGANIZATION: The Critical Areas Advisory Board was created in 1974 by the Act Establishing a State Register of Critical Areas, 5 M.R.S.A. Sections 3310-3314. The Board consists of 11 members. The director of the State Planning Office serves ex officio while the 10 other members are appointed by the Governor.

PROGRAM: The Maine Critical Areas Program is an effort to identify and protect Maine's most significant natural features. These include scenic areas and areas important to the fields of zoology, geology, and botany. An official list of these valuable areas, called the Register of Critical Areas, is maintained by the program under the guidance of the Maine Critical Areas Advisory Board. The program works with landowners on a voluntary basis to conserve these areas. In recognition of its valuable work, the program was honored in 1980 with the U.S. Department of the Interior Achievement Award for outstanding contribution to the conservation of the nation's natural resources.

During FY 87, the Critical Areas Program placed the Gray-New Gloucester Delta in Cumberland County and the Abagadasset Point Rare Plant Station in Sagadahoc County on the Register. At the end of FY 87, the Register contained a listing of 582 areas, and Qualified-but-Unregistered List contained 48 areas. The statewide inventory of ribbed fens in Maine was completed and planning report (#81) on *The Ecology and Distribution of Ribbed Fens in Maine* was published. Inventories on scenic lakes and inland sand beaches in the unorganized townships were completed. A two year cooperative effort with the Non-game Program to identify and document inland great blue heron nesting areas was also completed. The documentation of significant coastal bedrock features and structure in mid-coast and eastern Maine was undertaken and completed with a federal Coastal Zone Management grant. A study and inventory of eccentric and concentrically patterned peatlands was initiated by the University of Maine for the Critical Areas Program. An Endangered Plant Technical Advisory Committee was established to assist the State Planning Office establish the Official Listing of Endangered Plants.

New inventories were initiated to identify significant forest areas in southern Maine for Pitch Pine-Scrub Oak and old-growth forests in Aroostook County. Also, the program initiated a statewide inventory and analysis to identify and document lakes of statewide significance. And, a natural areas inventory of the St. Croix River was undertaken by the Atlantic Center for the Environment for the program.

In cooperation with the Office of Endangered Species of the U.S. Fish & Wildlife Service, the program undertook surveys and developed monitoring plans for two species of federally endangered plants. And, in cooperation with the National Park Service, the program evaluated two candidate sites for National Natural Landmarks designation.

The Critical Areas Advisory Board met four times during FY 87 to discuss subalpine forest conservation, old-growth forest identification and conservation, the management plan of the White Mountain National Forest, the methods for documenting lakes of statewide significance, the issue of declining financial support for the program, and the process of establishing the Official Listing of Endangered & Threatened Plants for Maine.

CRITICAL AREAS

The Critical Areas Program provided considerable assistance to many landowners, government agencies, developers, and conservation organizations. The program advised landowners of the significance of areas they own~~,~~ appropriate management for these areas, and sources of expert management assistance for specific problems. The program provided information to developers about areas sensitive to development and requiring special attention. Many State and federal agencies also received technical assistance from the program. Private non-profit conservation organizations, such as The Nature Conservancy, Maine Audubon Society and Maine Coast Heritage Trust use the program's information and data base.

PUBLICATIONS: Publications of the Critical Areas Program of the State Planning Office contributed to by the Maine Critical Areas Advisory Board include:

Planning Reports:

Luminous Moss
Rhododendron
Oysters
Petrels
Alcids
Inkberry
Least Terns
Slender Blue Flag
Chestnut Oak
Piping Plovers & Least Terns
Ginseng
Small Whorled Pogonia
Ram's-head Lady's Slipper
Wading Birds
Eiders
Horseshoe Crab
Mountains
Mountain-laurel
Sassafras
White Oak
Eskers
Petroglyphs
Brachiopods
Common Terns, Arctic Terns and Roseate Terns
Furbish's Lousewort
The *Astarte* spp.
Brittle Stars
Waterfalls
Old Growth Forests
Furbush Lousewart
Sub-Arctic Coastal Plants
Dogwood
Loug's Bitter Cress
Black Tern
Nodding Pogonia
Buffalo Berry
Spotted Wintergreen
Slender Cliff-Brake
Spicebush
Gaper Clam
Dwarf Tellina
Tourmaline
New Jersey Tea
Clammy Azalea
Prairie White Fringed Orchid
Katahdin Arctic Butterfly
Alpine Tundra Vascular Vegetation
Casco Bay Bedrock Geology
Atlantic White Cedar
Tupelo
Shagbark Hickory
Waterfalls
Coastal Peatlands
White Pine
Old Growth White Oak
Old Growth Shagbark Hickory
Jack Pine
The Great Heath
The Mahoosac Mountains
Rose Quartz Crystals
Red Beard Sponge
Red Chenille Algae
Quahogs
Discordant Mussel
Bedrock Fossils
Cut-leaved Anemone
Northern Painted Cup
Smooth Top Shell
Small Round-leaved Orchis
Glaciomarine Deltas
Sand Beaches
Intertidal High Diversity Areas
Coastal York County Bedrock Localities
Yellow Nose Vole
Auricled Twayblade
Scarlet Oak
Bog Elfin
White Pine
Gorges
Maine's Peatlands
Whitewater Rapids
Coastal Raised Peatlands
Brachiopods
Priapulids
Whitewater
Arethusa

Telos Public Lot
Bigelow Mountain
Jasper Beach
T.15 R.9
Baxter State Park
Arctic Charr
Uncut Timber Stands and Unique Alpine Areas on State Lands
Ribbed Fens

Brochures:

- Critical Areas Program
- Least Terns
- Black Terns
- Nodding Pogonia
- Orchids
- Rhododendron
- Waterfalls
- Atlantic White Cedar
- Alcids
- Leach's Storm Petrel
- Oysters
- Mountain Laurel
- Eider Ducks
- Intertidal Marine Invertebrates
- Shagbark Hickory
- Piping Plover
- Horseshoe Crab
- Sassafrass
- Terns
- Eskers
- Wading Birds
- Gorges
- Tupelo
- Whitewater rapids

The Landowner's Options: A Guide to the Voluntary Protection of Land in Maine, a booklet.

FINANCES, FISCAL YEAR 1987: Expenditures amounted to $79,588 in FY 87 and are, by administrative decision, included with those of the State Planning Office.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES

BRIGADIER GENERAL ERNEST C. PARK, COMMISSIONER

Central Office: Camp Keyes, Augusta *Telephone:* 626-4271
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 210; *Citation:* 37B M.R.S.A., Sect. 1
Average Count—All Positions: 219 State, 760 Federal
Legislative Count: 142 State

Organizational Units:
Military Bureau
Bureau of Civil Emergency Preparedness
Bureau of Veterans Services
Administrative Services Division

PURPOSE: The Department of Defense and Veterans Services was established to coordinate and improve the discharge of the State Government's responsibility relating to military, veterans and civil emergency preparedness through the authorization, planning, provision of resources, administration, operation and audit of activities in these areas.

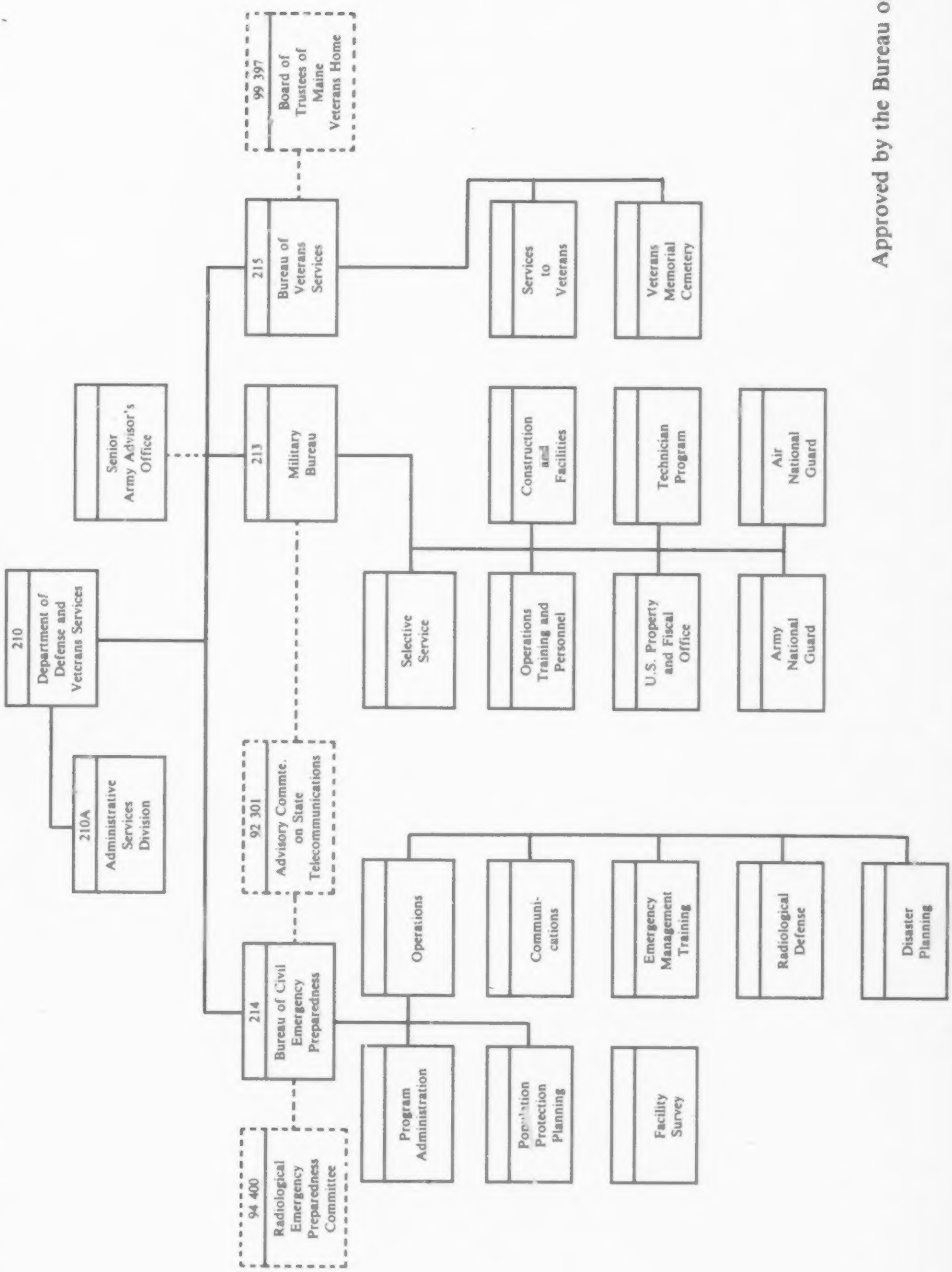
ORGANIZATION: The Department of Defense and Veterans Services was created by State Government reorganization legislation of 1972 under the original name of Department of Military, Civil Defense and Veterans Services. In this legislation, the administrative offices of the Adjutant General became the Military Bureau; the former Civil Defense and Public Safety Agency became the Bureau of Civil Defense; and the former Department of Veterans Services became the Bureau of Veterans Services; with the Adjutant General designated as both Commissioner of the new department and Director of the Military Bureau. Effective in June, 1974, the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, revised the law to direct the appointment of the Deputy Adjutant General as Director of the Military Bureau, thus freeing the Adjutant General to function solely as Commissioner of the Department. This revision also renamed the Bureau of Civil Defense as the Bureau of Civil Emergency Preparedness and assigned the Department its present name. On October 1, 1975, the Department was redesignated Department of Defense and Veterans Services.

PROGRAM: The programs of the Department of Defense and Veterans Services are outlined in the reports of its operating units.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Services	440,916	440,916				
Buildings and Improvement	142,375	142,375				
Interest—Debt Retirement	17	17				
TOTAL EXPENDITURES	583,308	583,308				

ORGANIZATIONAL CHART
DEPARTMENT OF DEFENSE AND VETERANS' SERVICES
UMB 15


210
Department of Defense and Veterans Services
210A
Administrative Services Division
Senior Army Advisor's Office
215
Bureau of Veterans Services
99 397
Board of Trustees of Maine Veterans Home
Services to Veterans
Veterans Memorial Cemetery
213
Military Bureau
Selective Service
Construction and Facilities
Operations Training and Personnel
Technician Program
U.S. Property and Fiscal Office
Air National Guard
Army National Guard
92 301
Advisory Commte. on State Telecommunications
214
Bureau of Civil Emergency Preparedness
94 400
Radiological Emergency Preparedness Committee
Operations
Communi-cations
Emergency Management Training
Radiological Defense
Disaster Planning
Program Administration
Population Protection Planning
Facility Survey

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
DEPARTMENT OF DEFENSE AND VETERANS SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,436,808	2,325,872			1,110,936	
Health Benefits	249,657	163,809			85,848	
Retirement	568,123	380,195			187,928	
Other Fringe Benefits	20,286	13,489			6,797	
Other Contractual Service	1,971,774	1,036,944	101,065		833,765	
Rents	18,096	18,096				
Commodities	552,741	399,328			153,413	
Grants—Subsidies—Pensions	5,856,534	1,652,593			4,203,941	
Buildings and Improvement	142,375	142,375				
Equipment	84,839	69,107			15,732	
Interest—Debt Retirement	212	124			88	
Transfers to Other Funds	68,721		682		68,039	
TOTAL EXPENDITURES	12,970,166	6,201,932	101,747		6,666,487	

ADMINISTRATIVE SERVICES DIVISION

RAYMOND N. DUTIL, DIRECTOR

Central Office: State Office Bldg. Basement, Augusta *Telephone:* 289-4070
Mail Address: Statehouse Sta. #104, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 210A; *Citation:* 37B M.R.S.A., Sect. 3
Average Count—All Positions: 8 *Legislative Count:* 8

PURPOSE: The Administrative Services Division provides for centralized control in planning, data processing, budgeting, accounting, purchasing authorization, auditing, personnel management, affirmative action, training, and other administrative resources necessary to the general operations of the Department's various major programs and activities.

ORGANIZATION: The Administrative Services Division was organized from a nucleus of the old Adjutant General's Department in 1973. Personnel were also drawn from the Bureaus of Veterans Services and Civil Defense (later Civil Emergency Preparedness) to round out the Division so that it could fulfill those functions described in its Purpose.

PROGRAM: In carrying out its staff function of assisting the Commissioner, Bureau Directors, and Program Managers in the various daily operations of the Agency, this Unit has continued its routine tasks of: preparing biennial budget requests, annual work programs, and financial and budget orders; initiating purchase requisitions and orders when appropriate; processing invoice and contract payments, including workers' compensation obligations; billing for Armory rentals, federal service contracts, and other funds due the State; maintaining revenue and expenditure ledgers, accounts receivable, and real property/capital equipment inventory control records, and Armory Rental Log; processing personnel actions, including labor related activities; maintaining Agency Personnel and time records; providing training and orientation sessions for supervisory personnel, and new employees; conducting internal audit reviews and providing other administrative services as required. Additionally, staff members offer an information base to our Program managers that assists them in their daily operational decision process and thereby enhances management effectiveness through a much higher degree of control by those delegated that responsibility.

PUBLICATIONS:

Departmental Affirmative Action Plan. (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	170,770	170,770				
Health Benefits	8,299	8,299				
Retirement	33,034	33,034				
Other Fringe Benefits	782	782				
Other Contractual Service	1,388	1,388				
Commodities	461	461				
Equipment	761	761				
TOTAL EXPENDITURES	215,495	215,495				

BUREAU OF CIVIL EMERGENCY PREPAREDNESS

DAVID D. BROWN, DIRECTOR

Incoming WATS: Emergency only 800-452-8735
Central Office: State Office Bldg., Augusta *Telephone:* 289-4080
Mail Address: Statehouse Sta. #72, Augusta, Maine 04333

Established: 1949 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 214; *Citation:* 37B M.R.S.A., Sect. 701

Average Count—All Positions: 21 *Legislative Count:* 11

Organizational Units:
Administration Division
Operations Division
Planning Division
Emergency Response Commission

PURPOSE: The Bureau of Civil Emergency Preparedness is primarily responsible for the coordination of protection of the citizens from all emergencies, both natural and man-made. With the exception of responsibilities assigned to the military, this Agency coordinates the prevention, mitigation, and repair of damage resulting from disasters or catastrophes, such as forest fire, flood, earthquake, nuclear power accidents, enemy attack, or hurricanes. It also provides guidance and assistance to county and local governments in their efforts to provide protection to citizens and property.

The Agency uses planning, training, exercising and public education to accomplish this mission. A five step planning process developed by the National Governor's Conference has been adopted: 1) hazards are identified; 2) mitigation actions are considered; 3) capabilities are identified; 4) procedures are developed to meet the threat; and 5) resources are identified to aid in recovery. The agency's commitment is to develop a comprehensive emergency management plan containing guidelines flexible enough to address the unforeseen, as well as the identified hazards. Emergency plans and all other related activities are coordinated to the maximum extent possible with other departments of the State, Federal agencies, county and local governments, as well as neighboring states and Canada.

ORGANIZATION: The Bureau of Civil Emergency Preparedness was originally established under the Maine Civil Defense and Public Safety Act of 1949, which authorizes the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. A 1972 amendment, retitled the Maine Civil Defense Act, caused the agency to be redesignated as the Bureau of Civil Defense within the Department of Military. In 1974 the Department of Military was redesignated as the Department of Defense and Veterans Services and the bureau name changed to the Bureau of Civil Emergency Preparedness. The McKernan Administration requested the 113th Legislature to change the agency's name so that it is more in keeping with its emergency management role. Public Law, Ch. 370, signed by the Governor on June 19, 1987, redesignated the Bureau of Civil Emergency Preparedness as the Maine Emergency Management Agency effective September 29, 1987.

The Interstate Civil Defense and Disaster Compact was enacted in 1972 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause.

The Radiological Emergency Preparedness Committee as established by state law, Title 37B MRSA, Section 954, oversees state and local planning and preparedness for the consequences of a major accident at a nuclear power plant.

The Governor, thru Executive Order, created the Emergency Response Commission in April of 1987 to coordinate the state government's role in carrying out Maine's planning and preparedness responsibilities for hazardous materials in compliance with Title III of the Federal Superfund Amendments and Reauthorization Act of 1986, Emergency Planning and Community Right-To-Know. The Bureau of Civil Emergency Preparedness carries out the planning and preparedness activities for the Commission.

The Bureau of Civil Emergency Preparedness is internally organized into three divisions: Administration, Planning and Operations based on functional responsibilities. The primary responsibilities of the Bureau are to coordinate, for the Governor, state government operations with that of county and local governments for emergencies resulting from natural disaster, technological hazards or national security incidents. The Bureau's ability to function effectively during an emergency is dependent on the state agencies who staff the State Emergency Operations Center, and to a great extent, upon the county and local organizations throughout the state which are comprised of both paid and volunteer personnel. Other relief organizations such as the American Red Cross, Salvation Army, Civil Air Patrol, and Radio Amateur Emergency Services are called upon as required.

PROGRAM: The Federal Emergency Management Agency (FEMA) provides the majority of the Bureau's funding. The FEMA allocation of federal matching funds for fiscal year FY 87 for personnel and administrative services was $513,336. It covers the federal fiscal year of October 1, 1986 through September 30, 1987. The funds are distributed by the State based on Annual Submission Requests from 83 towns, 15 counties and the State itself. This represents 50% of the funding. The other 50% is provided by state, county and local funding.

The following programs are funded 100% by FEMA.

Population Protection Planning	$123,000
Facility Survey	38,000
Radiological Instrumentation/Maintenance and Calibration	27,800
Radiological Protection Planning and Development	33,000
Emergency Management Training	60,000
Disaster Preparedness Improvement	25,000

All of the above programs are administered by a Comprehensive Cooperative Agreement between the Federal Emergency Management Agency and the State of Maine Bureau of Civil Emergency Preparedness.

Direction and Control. Direction and control is maintained through the State Emergency Operations Center, located in the basement of the State Office Building, in Augusta. There is direct contact with Maine's 16 counties by telephone, radio and teletype with the county Emergency Management Agency acting as liaison to the 500 municipalities. This enables the State Headquarters to coordinate efforts during times of emergency.

Communications & Warning. The communications and warning section operates and maintains communications systems that provide direct contact between the State Emergency Operating Center (EOC) and federal, state and local government agencies and field forces. The EOC's Communicatons Center is operated on a daily basis. Regularly scheduled tests and exercises are conducted to insure that a high level of operational readiness is maintained. Equipment maintenance is accomplished by the communications section.

A statewide emergency communications system provides dedicated channels to emergency managers for coordination. Communications with public safety agencies such as police, fire and medical services are conducted on their assigned agency frequencies. Interstate communications are accomplished with high frequency (HF) radio, radio teletype and off-net (private) telephone voice and data circuits. The Maine Emergency Broadcast System provides a means to release official government information from the EOC directly to the public over the State's commercial radio and TV broadcast stations.

Plans. 37-B MRSA, §783, states "Each municipal ..., county, and regional civil emergency preparedness agency, in consultation with the bureau, shall prepare and keep a current disaster plan ... ."

Hazard Identification Capabilities Assessment Multi-Year Development studies were completed for 114 county and local jurisdictions, as well as for the State. Based on this information, the three-year cycle for Comprehensive Emergency Management Plans development has progressed. Sections of these plans include: a summary of the general policies, responsibilities, and procedures used in emergency management; annexes describing emergency functions such as direction and control, and organizational annexes describing emergency tasks and procedures. Appendices to each function are added as needed for specific hazards identified as having the greatest potential for impact on the area. All sections of each plan are reviewed annually using federal guidance and validated through exercises.

Over 170 sections of plans were developed and submitted by county and local jurisdictions during Fiscal Year 1986-1987. An additional 36 revisions of previous submissions were received. The Maine Yankee Radiological Incident Plan, part of Annex E, Maine Comprehensive Emergency Management Plan, has been revised and reprinted. The Seabrook Ingestion Pathway Plan, also part of Annex E has been completed. Plan validation exercises were held in 65 locations throughout the state and involved local, county, and state officials and volunteers. Modifications and expansion of the plans have been completed based on exercise evaluations.

Hazard analyses, basic plans, and detailed annexes and procedures for county and local jurisdictions in the state are placed in the Emergency Operations Center central file as they are developed and are available for quick reference. Also included are federal and state emergency response plans, as well as interagency plans and those of private industries and organizations. These are for Disaster Liaison Team (DLT) guidance, as well as for response.

Revisions and expansion of these plans will continue through the coming year, with completion of over 100 plans scheduled in 1988.

Population Protection Planning. Population Protection Planning is a Federal Emergency Management Agency program funded at 100%, designed to develop comprehensive multi-hazard emergency management plans. The planners assist all levels of government in developing, maintaining, and exercising emergency operations plans which delineate how hazard mitigation, emergency preparedness, emergency response, and recovery activities are accomplished. State, county, and municipal governments are required by Maine statute to develop and maintain such plans.

These emergency plans consist of a basic plan with functional annexes and hazard specific appendices. The basic plan is a summary of general policies, responsibilities, and procedures used in emergency management. Each annex provides more specific information. Functional annexes describe how emergency tasks such as decision making, warning, evacuation, shelter, etc. are accomplished. Hazard specific appendices to the functional annexes describe the emergency tasks and procedures for a particular hazard which may have specific characteristics requiring non-standard responses.

State level planning conducted in FY 86-87 included drafting the Shelter and Evacuation Annexes. The planners provided support for the new State Hazard Identification Report, the State Hazardous Materials Response Study, an emergency power/generator project with Central Maine Power for nursing homes and participated in two annual Maine Yankee Atomic Power Plant exercises.

County and local governments across the state were recipients of planning assistance. A workshop was held to outline the development of the Resource Management and Damage Assessment, Disaster Assistance and Mitigation Functional Annexes. The planners also reviewed plan elements completed by the local jurisdictions using a federal government evaluation checklist (CPG 1-8A) to determine adequacy and/or provide suggestions for improvement. The planners are supporting an on site assistance effort at the county and local level. This involves completing model annexes for each function in accordance with detailed outlines and developing computer data collection forms to automate portions of the planning. Conversely plan reviews will be minimized to make more time available for field activities.

The planner were substantially involved in developing, controlling, and evaluating 65 county and municipal jurisdictions in functional exercises during the month of September 1986. The state, counties, and many municipalities validated plan components under natural disaster, technological hazard or national security scenarios. Exercises will be scheduled on a quarterly basis throughout FY 87-88.

In the fall of 1985, the federal government provided the planners with an IBM Personal Computer and an "Emergency Information System" (EIS) software package that will allow the Agency to computer process the state level emergency plan and provide increased planning/operations support to the local governments. Computer processing of information for Resource Management, Alerting, Evacuation, Shelter, Damage Assessment, and Emergency Event Tracking provides decision makers the ability to assimilate vast amounts of information rapidly and provide timely recommendations to elected officials. During FY 86-87 two additional personal computers were obtained. A statewide emergency management data base and mapping of the state was begun. Digitized maps cover the state at 1:500,000 scale and 25 urban areas at 1:62,500 scale. In coming years additional personal computers will be added and an emergency information network for state agencies and local government will be established.

Comprehensive emergency management plan development is an on-going process. In the next year, work will be completed on the state level plan. Plans will also be finalized for Maine's 16 counties and the plan development process continued for many municipalities. Maine's Bureau of Civil Emergency Preparedness will provide planning assistance, hold meetings, review plans, and conduct exercises to validate plan components.

The Agency will also be working with the State Emergency Response Commission to begin implementing regulations that relate to emergency planning to protect the public from hazardous materials incidents.

Facility Survey Program. This is a Federal Emergency Management Agency (FEMA) program funded at 100%.

The Facility Survey Program provides data that is essential to Population Protection Planning. Expected outputs include surveys to identify the physical and architectural characteristics of existing government and public buildings that contribute to the protection of people from all hazards. Buildings are surveyed under one of two categories: 1) essential services buildings such as hospitals, police stations, and fire stations, and 2) buildings to provide shelter to persons displaced from their homes due to a disaster or life threatening emergency.

The survey converts and expands the existing shelter data base by determining suitability and capacity of such buildings to shelter people from multiple hazards, including adaptability of facilities to provide emergency lodging and feeding. In addition, the surveys identify other life support systems and resources needed in emergencies.

During FY 86-87 buildings at Pineland Hospital in New Gloucester, as well as buildings in Lewiston and Auburn, were surveyed. Also during FY 86-87 advisory services were provided to five municipal governments and one county government for emergency operating centers.

Due to the labor intensity of the building survey used in FY 86-87, a few select buildings per community such as hospitals and emergency operating centers will be surveyed for the multiple hazard survey during FY 87-88.

During FY 87-88 the existing survey files will be updated as to facility use, name changes, address corrections, etc.

Technical assistance is provided to local governments in identifying potential Emergency Operation Centers and their development, and to television and radio stations in the state in support of the Emergency Broadcast System.

Radiological Defense. The Federal Emergency Management Agency provides 100% funding for the Radiological Protection Planning and Development Program and the Radiological Instrument, Maintenance and Calibration Facility. In accordance with FEMA's Integrated Emergency Management Systems (IEMS) a coordinated program of radiological protection planning, training and instrumentation is accomplished.

Specific goals within this program are written radiological plans at all levels of government, training programs to instruct police, fire, rescue and volunteer personnel to understand the basics of radiation and to use specialized radiation detection equipment. Approximately 100 citizens were trained during this year.

A key part of this program is the Radiological Instrumentation/Maintenance and Calibration Facility which repairs, calibrates and deploys sets of instruments throughout Maine. This facility is 100% federally funded.

The position of a 100% federally funded Radiological Officer was established to exercise and maintain fully operable radiological protection systems in all jurisdictions.

All elements of radiological protection provide continuous support via education and radiological detection equipment to the Maine Yankee Atomic Power Plant planning area communities.

Emergency Management Training & Exercise. This is a Federal Emergency Management Agency 100% funded program to coordinate the delivery of FEMA training courses. The training section is responsible for providing training and exercising to personnel of state, county, and local governments; representatives of social welfare and public assistance agencies; and other response personnel from the private sector. This training focuses on mitigation, preparedness and management aspects of response to emergencies. Training is also provided for dealing with radiological and hazardous materials emergencies. This section assists in the development and conduct of simulation exercises to evaluate emergency plans and the capability to respond to emergencies by state, county, and local governments. During FY 87 over 1,600 students participated in a wide range of training and exercise activities conducted by the Bureau. This section also coordinated attendance at federal training facilities for 25 state and local personnel.

Within many counties of this state the past efforts in planning, training and exercising were tested under actual disaster conditions when the state experienced severe flooding during the April Flood.

This section administers the distribution of films and video tapes from the Bureau's library to schools, private organizations and local governments.

Disaster Preparedness Improvement. A State Hazard Identification Report was completed and published. Standard Operating Procedures for Public Assistance, an Appendix to the State Comprehensive Emergency Management Plan was also completed. Assistance was given in the development and organization of plan validation exercises for county and local Emergency Operations Plans. This included contacting utility and industry personnel, as well as state agencies.

Flood Awareness Conferences for public officials (3) were planned in conjunction with the State Planning Office, U.S. Geological Survey and the National Weather Service. One conference was conducted in Lewiston and one in Bangor, but the third, planned for Presque Isle, was cancelled due to heavy rain and high winds on March 31, 1987.

Those rains and the associated snow melt resulted in serious flooding which earned most of Maine's counties a Presidential Disaster Declaration. The State Agency Disaster Liaison Team was activated in response to the flooding. The team approach proved to be necessary and will be continued, with some modifications, in the future. The team includes representatives from thirty State agencies and six Federal agencies, many of which were involved in response to and recovery from the Flood of 1987. The Disaster Preparedness Improvement (DPI) Officer functioned as Disaster Assistance Coordinator during the flood. Many calls were taken from the victims and public officials of local and county governments and state agencies concerning assistance available to aid their recovery.

Following the crisis period the DPI Officer was asked to join the Interagency Hazard Mitigation Team. The goals of this team included offering input into the "15 Day Report," the "90 Day Report," and the "180 Day Report" (the "406 Plan"). Each of these is required by the Federal Government as a condition of Disaster Assistance. The reports deal with proposed efforts to lessen or eliminate many of the hazards present in Maine.

During the 1986-1987 year, research and training has been completed regarding the development of the Damage Assessment, Disaster Assistance, Hazard Mitigation and Resource Management Annexes to the State Comprehensive Emergency Management Plan. Assistance was and will continue to be offered to local and county EMA officials in the development of these annexes to their own plans.

Future activities include the completion of the above mentioned annexes and continued assistance to county and local EMA's in these areas. The Standard Operating Procedures (SOP) for the Disaster Liaison Team will be revised and updated. The Flood Awareness Conferences will continue on an annual basis. Significant time and effort will be spent on input to the Hazard Mitigation Reports, as well as implementation of those recommendations that involve this Agency. Workshops will be offered for State and local officials in Damage Assessment and other areas as necessary. A handbook will be developed to aid in the administration of disaster assistance/relief efforts.

Hazardous Materials. On April 13, 1987 Governor John McKernan signed Executive Order No. 15. This Executive Order established a nine member Emergency Response Commission. This action was consistent with emergency planning, preparedness and response requirements for the accidental release of acute toxic chemicals to the environment. This action was in accordance with Superfund Amendments and Reauthorization Act (SARA) of 1986, Public Law 99-499 enacted October 17, 1986. Title III of that act established a comprehensive and detailed program under the auspices of EPA and FEMA for community involvement planning, notification, response and enforcement in the event of an accidental release.

The Emergency Response Commission chaired by the Director, Bureau of Civil Emergency Preparedness, held its initial meeting on Tuesday, 15 May 1987, at the State Emergency Operations Center (EOC). Plans to meet at least quarterly during calendar 1987 have been established.

The Commission will address such topics as:

A. Receiving chemical release notifications;
B. The establishment of planning districts;
C. The appointment of local emergency planning committees for each planning district;
D. Supervising and coordinating the activities of planning committees;
E. Reviewing emergency plans;
F. Establishing procedures for receiving and processing requests from the public for information regarding emergency response plans, material safety data sheets and lists of EPA's extremely hazardous substances, including the names of Maine's industries possessing such chemicals.

Public Information. Public Information within this Bureau is accomplished on a collateral duty basis.

The Bureau issues approximately 50 Public Service Announcements (PSA) each fiscal year. These PSA's usually are in the form of public safety techniques associated with natural and man-made disasters or safety procedures which should be observed in the work place or around the home.

Emergencies. The Flood of 1987—A severe rain storm stalled over the State of Maine on Tuesday, March 31, 1987, dropping as much as seven inches of rain in several of our river basin watersheds. This quickly melted a significant winter snowpack, resulting in runoff of as much as fourteen inches of water into our streams and rivers. The State emergency plan was activated on Tuesday, March 31, 1987, and the Governor declared a State of Emergency on Wednesday, April 1, for the entire State.

On April 9, the President of the United States declared a major disaster for portions of Maine as a result of severe storms and flooding. Kennebec, Piscataquis, Somerset, Penobscot, Franklin, Androscoggin, Oxford, Cumberland, Hancock, Knox, Lincoln, Waldo and York Counties were granted assistance for public and/or private property damaged as a result of the flooding. Five state agencies also received assistance for damaged facilities.

As a result of the declaration, Disaster Application Centers were opened on a rotating basis throughout the impacted areas. Staffed by three teams of federal, state and volunteer agency staff, they took applications for assistance throughout the month of April. Applications were then taken over toll-free telephone lines for the next two months. Volunteer agencies coordinated by the American Red Cross worked with state and federal staff throughout this period.

Approximately $10 million was expended on Public Assistance to repair or replace government or special district property and facilities in 240 counties, municipalities and special districts. Individual assistance has come from several separate and distinct agencies and programs:

- The National Flood Insurance Program has settled some $2.5 million in claims.
- Housing assistance has been $1.5 million.
- Individual and Family Grants have exceeded $2.1 milion.
- The Small Business Administration Loans have exceeded $10 million.
- Disaster Unemployment Benefits exceeded $65,000.
- Additional substantial assistance exceeding $1 million has been provided by volunteer groups such as the American Red Cross, Salvation Army, Seventh Day Adventists Disaster Services and others.
- The need for supplemental assistance is being evaluated by the Governor's Unmet Needs Panel.

PUBLICATIONS: (All available at no cost)
When You Return to a Storm Damaged Home
Questions and Answers on the National Flood Insurance Program
Winter Storms
After the Fire: Returning to Normal
In Time of Emergency
Protection in the Nuclear Age
Handbook for Radiological Emergency Workers

Home Study Courses: (All available at no cost)
Emergency Program Manager HS-1
Emergency Management U.S.A. HS-2
Radiological Monitoring HS-3
Preparedness Planning in a Nuclear Crisis HS-4

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CIVIL EMERGENCY PREPAREDNESS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	432,868	131,499			301,369	
Health Benefits	28,184	7,688			20,496	
Retirement	72,648	22,124			50,524	
Other Fringe Benefits	2,179	714			1,465	
Other Contractual Service	97,903	37,474			60,429	
Rents	1,959	1,959				
Commodities	18,939	5,194			13,745	
Grants—Subsidies—Pensions	5,486,535	1,282,594			4,203,941	
Equipment	15,732				15,732	
Interest—Debt Retirement	3				3	
Transfers to Other Funds	54,220				54,220	
TOTAL EXPENDITURES	6,211,170	1,489,246			4,721,924	

MILITARY BUREAU

VACANT, DIRECTOR

Central Office: Camp Keyes, Augusta *Telephone:* 626-4271
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333-0033
Established: 1972 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 213; *Citation:* 37B M.R.S.A., Sect. 2
Average Count—All Positions: 158 State, 760 Federal *Legislative Count:* 91 State
Organizational Units:
Maine Army National Guard
Maine Air National Guard

PURPOSE: The Military Bureau was established to provide for the protection of life and property and the preservation of peace, order and public safety. In fulfilling this mission, the Bureau is empowered to provide the Army and Air National Guard with units organized, equipped and trained to function efficiently at existing strength; and to muster, on order of the Governor, any or all of these units in the State of Maine to perform disaster relief, control of civil disturbance or provide other support to civil authority as required. The Bureau will also respond to a civil emergency involving nuclear attack, and report for federal service on call of the President of the United States in the event of war or other national emergency. Should the National Guard be federalized and moved out of the State, other forces may be organized under the law (M.R.S.A., Title 37-A, Chapter 15), to be known as the Maine State Guard.

ORGANIZATION: The Military Bureau was created in July, 1972, under State Government reorganization legislation, to encompass what previously had been the Office of the Adjutant General, established in 1921 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative head of the Department of Military, Civil Defense and Veterans Services and as Director of the Military Bureau. The law was revised by the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, to direct the appointment of the Deputy Adjutant General as Director of the Bureau, thus freeing the Adjutant General to function solely as Commissioner to the Department.

The current organizational structure of the Maine Army and Air National Guard administered by the Bureau is as follows:

The Maine National Guard is comprised of the Maine Army National Guard and the Maine Air National Guard. Both are under the command of the Adjutant General, who is appointed by the Governor to supervise and direct their operations.

The Maine Army National Guard is composed of the following:

- A. Headquarters — State Area Command — Augusta
  - 1. Headquarters and Headquarters Detachment — State Area Command — Augusta
  - 2. Troop Command — Augusta
    - a) 286th Service and Support Batallion, Headquarters and Headquarters Detachment — Gardiner
      - 1. 152d Heavy Equipment Maintenance Company — Augusta
      - 2. 1136th Transportation Company — Light Medium Truck, Brunswick
      - 3. 314th Medical Company — Millinocket
      - 4. Co B, 3rd Battalion, 172nd Infantry (Mountain) — Rumford
    - b) 1st Battalion 152d Field Artillery — Caribou
    - c) 112th Medical Company (Air Ambulance) — Bangor
    - d) 195th Army Guard Band — Bangor
    - e) 121st Public Affairs Detachment — Augusta
    - f) 181st Air Traffic Controllers — Bangor
  - 3. 240th Engineer Group, Headquarters and Headquarters Company — Waterville
    - a) 133d Engineer Battalion (Combat)(Heavy) — Portland
    - b) 262d Engineer Battalion (Combat)(Corps) — Bangor

The Maine Air National Guard is composed of the following:

- B. Headquarters Maine Air National Guard — Augusta
  - 1. 101st Air Refueling Wing — Bangor
    - a) 132d Air Refueling Squadron — Bangor
    - b) 101st Consolidated Aircraft Maintenance Squadron — Bangor
    - c) 101st Resources Management Squadron — Bangor
    - d) 101st United States Air Force Clinic — Bangor
    - e) 101st United States Air Force Clinic OOMC — South Portland
    - f) 101st Combat Support Squadron — Bangor
    - g) 101st Civil Engineering Squadron — Bangor
    - h) 101st Security Police Flight — Bangor
    - i) 101st Information System Flight — Bangor
  - 2. 243rd Engineering Installation Squadron — South Portland
  - 3. 265th Combat Information System Squadron — South Portland

PROGRAM: During FY 87, the Maine National Guard's overall strength dropped slightly to 97.3% of authorized level. Although there were no major call ups of National Guard units for state emergency service, the Guard was extensively involved in providing personnel, equipment and facilities both during and after the disastrous spring floods. Additionally, a total of 12 MEDEVAC/Search and Rescue Missions, a myriad of community services, and nearly 50 civic related projects were accomplished by Maine Guard units throughout the year. All units satisfactorily completed training evaluations, operational readiness inspections and Inspector General Inspections.

Federal expenditures within the state continued at a high level (near 32 million dollars).

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,295,765	1,486,198			809,567	
Health Benefits	176,436	111,084			65,352	
Retirement	374,755	237,351			137,404	
Other Fringe Benefits	14,341	9,009			5,332	
Other Contractual Service	1,330,737	479,999	101,065		749,673	
Commodities	506,147	374,786			131,361	
Grants—Subsidies—Pensions	152,241	152,241				
Equipment	56,878	56,878				
Interest—Debt Retirement	192	107			85	
Transfers to Other Funds	14,023		682		13,341	
TOTAL EXPENDITURES	4,921,515	2,907,653	101,747		1,912,115	

BUREAU OF VETERANS' SERVICES

NORMAN P. SOUCIE, Acting Director

Central Office: State Office Bldg., Room B9 *Telephone:* 289-4060
Mail Address: Statehouse Sta. #117, Augusta, Maine 04333
Established: 1947 *Sunset Review Required by:* June 27, 1989
Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 215; *Citation:* 37B M.R.S.A., Sect. 501-507
Average Count—All Positions: 32 *Legislative Count:* 32
Organizational Units:
Field Offices (8)
Itinerant Offices (18)
Maine Veterans Memorial Cemetery
Claims Office

PURPOSE: The Bureau of Veterans' Services was established to provide services to Maine Veterans and their dependents who seek assistance through various benefit programs providing housing, medical and hospital care, educational aid and compensation or pension based on disabilities and survivors benefits.

The Bureau, through its chain of local offices, assists veterans and their dependents in claiming and obtaining the various State and Federal benefits to which they are entitled in connection with service in the Armed Forces of the United States. The Bureau also administers a program of financial aid to needy veterans and to needy dependents of incapacitated or deceased veterans; awards educational benefits to children, spouses or widows/widowers of veterans who died or became 100% permanently and totally disabled because of service in the U.S. Armed Forces; issues certificates of eligibility to war veterans seeking state guarantees of small business loans; keeps and maintains records of Military service of all Maine veterans; and provides burial and perpetual grave care at the Maine Veterans Memorial Cemetery for war veterans discharged under honorable conditions and to eligible members of their immediate family.

ORGANIZATION: The Bureau of Veterans' Services was created by Council Order in 1945 as the Division of Veterans Affairs. The agency received authorization in 1947 and was established with a state office and seven local offices. In 1950, a claims office was established at the Veterans Administration Center at Togus. The Division was renamed the Department of Veterans Services in 1963, and in the spring of 1970, the Maine Veterans Memorial Cemetery became operational. Under State Government reorganization legislation of 1972, the agency received its present name and was placed within the new Department of Military, Civil Defense and Veterans Services which, in 1974, was redesignated the Department of Defense and Veterans Services.

The Maine Veterans Small Business Loan Authority Board was established in 1973, and was in 1983, redesignated under the Finance Authority of Maine as the Maine Veteran's Small Business Loan Program, with the Bureau Director of Veteran's Services serving as a member of the Veterans Advisory Committee.

By virtue of his position as Director of the Bureau of Veterans Services, he serves as ex-officio member on the Maine Veterans Nursing Home, Board of Trustees.

PROGRAM: Veterans Services encompass all of the administrative functions and financial aid programs of the Bureau of Veteran's Services.

Claims Service. During the fiscal year, 803 new authorizations to have the Bureau represent claimants to the Veterans Administration for claims were developed, making for an approximate total of 21,935 clients represented by the Bureau of Veteran's Services. A total of 772 claims for compensation and pension were filed on behalf of Maine veterans or their survivors. These claims were originated by veterans counselors assigned to the Bureau's eight local offices and channeled to the Bureau claims office at the Veteran's Administration Center at Togus. The claims specialist there, who serves as the claimant's advocate, filed the claims with the V.A. for adjudication. In the process, appropriate action was taken as indicated to obtain new or additional evidence to determine the correctness of actions by the V.A., or appeals on disputed cases were filed. The Bureau had 80,640 contacts by veterans or dependents on veterans affairs and $2,658,769 in new or augmented benefits were awarded to claimants by the V.A. as a result of actions by the Bureau.

Financial Aid. During the year, 236 awards of financial aid (Veterans Financial Assistance) were made to Maine veterans and/or to their families.

Veterans Dependents Educational Benefits. Under this program, up to $300 per year towards the costs of higher education and free tuition in state-supported institutions of higher education may be awarded to children, spouses or widows/widowers of veterans who become 100% permanently and totally disabled or died as a result of service in the Armed Forces of the United States. New applicants who are awarded benefits after 6/30/80 receive either full tuition in any state-supported institution or if attending a non-state supported institution of higher learning, a maximum of $300 per year is payable. Two hundred thirty-five persons received benefits during the year as follows: 204 attended State-supported colleges, 19 attended Private In-State colleges and 12 attended Private Out-of-State colleges. A total of $6,590.00 was expended to assist these students.

Certification of Eligibility for Small Business Loan Guarantees. The Bureau certified 67 veterans as eligible for guaranty of loans by the Finance Authority of Maine, Maine Veteran's Small Business Loan Program. The Board actually guarantees approved business loans up to 85% on amounts up to $600,000 under the Maine Veterans Small Business Loan Program and up to 85% on amounts up to another $500,000 under the Small Business Loan Program, making for a possible guarantee of up to $1,100,000 available to a veteran under the combined programs.

Records of Military Service. The Bureau maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 380,400 such records are now on file in the Bureau.

Maine Veterans Memorial Cemetery. During the year, 472 burials were made, of which 342 persons were veterans, 127 were spouses, and 3 were dependent children and at the end of the year, 5,280 persons were buried in the cemetery. Two hundred seventy-two reservations for burial were made by surviving veterans, spouses and dependent children and at the end of the year there were 2,852 reservations for future burial on file.

LICENSES, PERMITS, ETC.:

Certificate of Eligibility for Maine Veteran's Small Business Loan Program. The Bureau issues a Certificate of Eligibility to qualified Maine war veterans to make them eligible under the state guaranty program of the Maine Veteran's Small Business Loan Program, administered by the Finance Authority of Maine.

PUBLICATIONS: (All free)

Maine Veterans Laws, 1984 Edition.
Informational Pamphlet on Veterans Financial Assistance.
Maine Veterans Memorial Cemetery (Brochure).
Guide to Maine Veterans Benefits, Revised January 1986.
1980 Maine Veterans Census.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VETERANS' SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	537,405	537,405				
Health Benefits	36,738	36,738				
Retirement	87,686	87,686				
Other Fringe Benefits	2,984	2,984				
Other Contractual Service	100,830	77,167			23,663	
Rents	16,137	16,137				
Commodities	27,194	18,887			8,307	
Grants—Subsidies—Pensions	217,758	217,758				
Equipment	11,468	11,468				
Transfers to Other Funds	478				478	
TOTAL EXPENDITURES	1,038,678	1,006,230			32,448	

FISCAL REPORT OF BURIALS
JULY 1, 1986—JUNE 30, 1987
Maine Veterans Memorial Cemetery (MVMC)

TOTAL BURIALS FOR YEAR = 472

Vet	Spouse	Children
342	127	3

TOTAL RESERVATIONS FOR YEAR = 272

Vet	Spouse	Children
82	186	4

TOTAL RESERVATION FILLS FOR YEAR = 95

Vet	Spouse	Children
34	60	1

TOTAL UNFILLED RESERVATIONS DURING YEAR = 177

Vet	Spouse	Children
48	126	3

TOTAL BURIALS SINCE MVMC STARTED = 5280

Vet	Spouse	Children
4274	925	81

TOTAL RESERVATIONS MADE SINCE BEGINNING = 3378

Vet	Spouse	Children
775	2563	40

TOTAL RESERVATION FILLS SINCE STARTED = 526

Vet	Spouse	Children
196	324	6

TOTAL UNFILLED RESERVATIONS IN MVMC TO DATE = 2852

Vet	Spouse	Children
579	2239	34

MVMC CERTIFICATES OF ELIGIBILITY ISSUED = 328

In-State = 268
Out-of-State = 60

VETERANS DEPENDENTS EDUCATIONAL BENEFITS PROGRAM

July 1, 1986 through June 30, 1987

State Supported Colleges		Private Colleges In-State		Private Colleges Out-Of-State		TOTAL
Future Enrollment	4	Future Enrollment	1	Future Enrollment	0	5
Ongoing Students	0	Ongoing Students	0	Ongoing Students	0	0
Outgoing Students	75	Outgoing Students	3	Outgoing Students	3	81
New Applications	64	New Applications	7	New Applications	5	76
Applications Granted	48	Applications Granted	5	Applications Granted	3	56
Denied Applications	13	Denied Applications	3	Denied Applications	1	17
*Total Attendance	204	*Total Attendance	19	*Total Attendance	12	235

CONTACTS AND CLAIMS REPORT
1986-87

	Bangor	Caribou	Lewiston	Machias	Portland	Rockland	State Office	Togus	Waterville	Floating	Grand Totals State
Total Contacts	14,028	5,465	11,950	4,398	7,995	4,776	9,825	11,764	6,815	3,624	80,640
Personal*	2,430	1,133	2,367	1,114	2,317	1,043	291	2,626	1,448	149	14,918
Meetings*	3	5	8	0	63	8	22	98	17	0	224
Telephone*	8,626	2,434	3,996	1,634	4,281	2,422	5,733	7,605	2,785	2,344	41,860
House Calls*	71	2	18	31	35	15	1	3	24	0	200
Correspondence*	2,898	1,891	5,561	1,619	1,299	1,288	3,778	1,432	2,541	1,131	23,438
Mail Received Count	6,099	3,012	5,468	4,261	4,243	2,856	5,554	6,108	3,452	2,531	43,584
Claims Filed	233	94	191	84	102	67	0	0	70	0	772
Recoveries	$678,051	$298,066	$435,484	$280,496	$505,704	$223,469	0	0	$237,499	0	$2,658,769
VFA Applications (Veterans Financial Assistance)	34	33	57	27	39	32	0	0	92	0	314
VFA Awards	30	16	35	20	35	28	0	0	72	0	236

DEFENSE AND VETERANS SERVICES

Fiscal Year	Contacts	Recoveries
1975-76	72,951	2,439,016
1976-77	76,532	2,692,080
1977-78	71,552	2,734,035
1978-79	85,116	2,834,258
1979-80	77,424	3,101,986
1980-81	77,079	3,291,653
1981-82	72,480	3,409,848
1982-83	65,757	3,574,410
1983-84	61,340	3,319,336
1984-85	61,340	3,480,693
1985-86	76,010	2,676,717
1986-87	80,640	2,658,769

ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

JEAN E. MATTIMORE, COMMISSIONER
DEPARTMENT OF FINANCE

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
Mail Address: Statehouse Sta. #78, Augusta, Maine 04333
Established: 1973 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 311; *Citation:* 5 M.R.S.A., Sect. 884
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Administration of the deferred compensation program with State departments, agencies, boards, commissions or institutions is under the direction of the Department of Finance. The Advisory Council on Deferred Compensation Plans was established to review the operations of the program and to advise the Department on matters of policy.

ORGANIZATION: The Advisory Council on Deferred Compensation Plans, established in 1973, consists of seven members, including the Commissioner of Finance as Chairman, the Insurance Superintendent and the Superintendent of Banks and Banking, ex officio, or their designees, and four State employees appointed by the Governor for terms of three years. The Council is required to meet at least once a year.

PROGRAM: In conjunction with the Advisory Council on Deferred Compensation Plans, the Department of Finance conducted open enrollment on a monthly basis.

PUBLICATIONS: *Maine State Employees Deferred Compensation Plan Booklet. Rev. 1986*

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

MAINE DEVELOPMENT FOUNDATION

ROBERT R. MASTERTON, CHAIRMAN
HENRY BOURGEOIS, President

Central Office: One Memorial Circle, Augusta *Telephone:* 622-6345
Mail Address: One Memorial Circle, Augusta, Maine 04333
Established: 1977
Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 399; *Citation:* 10 M.R.S.A., Sect. 916
Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: As specified in its enabling legislation, the purpose of the Maine Development Foundation is: "to foster, support and assist economic growth and revitalization in Maine...in complement to and in coordination with the economic development activities of the private sector, community and regional agencies and State government."

The Maine Development Foundation is a private, state-wide development corporation, supported financially by both private and public sources of funds, and operated under the direction of a Board of Directors drawing upon the leadership of the business, government, and education sectors. It was formed and is operated on the premise that an effective, goal-oriented partnership between private and public forces is an essential ingredient in successful economic development.

The Foundation has a four-part program to accomplish its objectives:

- Economic policy development.
- Economic education through the Institute on the Maine Economy.
- Development projects of statewide significance.
- Regional economic development strategies.

The Foundation is unique in the country and has received national recognition for its innovative and results-oriented, problem solving approach.

ORGANIZATION: Enabling legislation (10 M.R.S.A. §915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977. This legislation established the Foundation as a not-for-profit corporation with important new capabilities for stimulating economic development in Maine.

The Foundation has the powers of a private corporation, which allows the board of directors the freedom to establish and change the activities of the Foundation as it sees fit, and act decisively to take advantage of economic development opportunities. All but two of the Foundation's Board of Directors are elected by contributors to the Foundation. The Board includes both public and private members. This is designed to encourage the active participation of private business and local development interests, and establish the public/private partnership at the board level. This partnership has improved the Foundation's access to the private sector's ability to generate new business activity and has helped organize public and private resources to stimulate additional business activity in Maine.

The Board of Directors consists of fifteen people: twelve elected by the corporators and two appointed by the Governor. Of these fourteen, seven must come from among the public sector corporators and seven from among the private sector corporators. The president is appointed by the other directors and is the fifteenth director.

The funding provisions for the Foundation have encouraged the formation of the desired public/private partnership. The Foundation is financed equally by (a) contributions and (b) appropriations from the General Fund. General Fund monies are available only to match contributed funds. The Foundation is dependent on being able to generate contributions, and every contributor has an opportunity to guide the Foundation's work through the Board of Directors. Individuals, corporations, counties, cities, towns, and other organizations can become corporators by contributing to the Foundation. Minimum contributions are $50/year for public corporators and $250/year for private corporators.

PROGRAM: The Foundation's program for 1987 includes the following:

The Institute on the Maine Economy trains state legislators on how the Maine economy works. The Institute provides briefing sessions, data books, and economic tours for Maine state legislators on the basics of the Maine economy and the impact of their policy decisions on business investment. Over 100 of the state's 186 legislators directly participate in the Institute's programs on an ongoing basis. This "classroom without walls" achieves impressive results by providing basic facts about the Maine economy to legislators and enhancing the business-government partnership in Maine.

A new Institute effort—the Business Leaders Program—familiarizes 77 business leaders with how the Maine State Legislature works and how government operates. The business program is the "flipside" of the basic Institute program for the legislators, and gives top executives a working knowledge of the legislative process by pairing them with a legislator during the session.

Another new Institute program to be designed and implemented in 1987 will train state regulatory agency staff on how the Maine economy works.

Science and Technology programs help Maine businesses use technology to improve their competitive edge. The Foundation administers the Maine Science and Technology Board, appointed by the Governor, which provides technology innovation grants to consortia of businesses and universities to encourage business applications of advanced technologies.

International Trade assistance is provided directly to Maine firms through the Maine World Trade Association which is administered by the Foundation. The technical and management help is available at no charge to firms to encourage them to export their products. Other assistance includes trade missions to foreign countries, a monthly newsletter, and one-on-one technical help.

Regional Economic Development Strategies have been completed in mid-Maine and Somerset County, and are currently underway in York County and the North Kennebec region. The Foundation is successful in bringing business and government leaders together to articulate long-term economic needs of their regions and to develop action plans to accomplish their goals and objectives. These strategies provide very specific direction to local business and government officials who are responding to significant changes in their economy.

Statewide Strategies and Analyses are prepared by the Foundation and include an examination of telecommunications capacity in Maine, analyses of the availability of start-up capital for small Maine firms, and the technology strategy for Maine which resulted in the creation of the Science and Technology Board. Earlier studies examined industry sectors including the poultry industry, paper and wood products industry, fishing industry, and an analysis of marketing of Maine products.

PUBLICATIONS:

Annual Report, The Maine Development Foundation
Brochure—Synopsis of the Maine Development Foundation
Newsletters—Put out by the Foundation to its corporators periodically

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DEVELOPMENT FOUNDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	230,382	230,382				
TOTAL EXPENDITURES	230,382	230,382				

MAINE SCIENCE AND TECHNOLOGY BOARD

PATRICIA TANSKI, EXECUTIVE DIRECTOR
KIRK POND, Chairman

Central Office: Augusta *Telephone:* 622-6345
Mail Address: One Memorial Circle, Augusta, Maine 04330
Established: August 10, 1984 *Sunset Review:* Not Established
Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 399M; *Citation:* Exec. Order 2 FY 84/85

PURPOSE: The Maine Science and Technology Board provides leadership to stimulate the development and expansion of advanced technology industries in Maine and to assist Maine business in utilizing advanced technologies to improve their competitiveness. Primary Board functions are to identify and promote existing science and technology activities within the state, to develop new science and technology programs to assist Maine businesses, to increase public awareness and understanding of the need for businesses to use advanced technologies and to advise the Governor on other initiatives to assist Maine businesses in using technology to be more competitive. The Board works with appropriate state agencies, the University, VTI system and other public agencies to assure coordination of the state's technology development efforts.

ORGANIZATION: The Board consists of up to 13 members appointed by the Governor. Members serve on a three-year staggered term. Membership includes leadership from business and industry, government, labor and education. The Directors of the State Development and Planning Offices, the Commissioners of the Department of Agriculture, Labor and Education and two representatives of the University of Maine System participate as non-voting members. The board is advisory to the Governor and administered by the Maine Development Foundation.

PROGRAM: The Maine Science and Technology Board meets on a regular basis to conduct subcommittees for special issues. The Board has engaged an Executive Director who is responsible for implementing Board policy and carrying out program objectives. The Board meets periodically with the Governor, University administrators, Vocational Technical Institute administrators, and other state and educational agencies to implement and coordinate technology related initiatives.

Technology Transfer: The Board administers a challenge grant program to encourage public/private technology transfer programs. In the current year, these grants include:

Technology Innovation Project (TIP) Grants: This program has resulted in a $463,000 investment in technology transfer projects to strengthen Maine's economy through technology ($163,000 MSTB + $298,000, leveraged funds from other sources).

- Technology audits for small/medium size manufacturers (USM)
- New Technology for fishing
  - —A more efficient net for groundfish
  - —A more effective method for finding herring
- Statewide engineering center to support manufacturers (UM)
- Floating tidal powered nursery for aquaculture industry
- Compost technology for organic industrial waste

Information and Analysis:

Research and Development Survey: The Board compiled and released a survey of research and development activity in the public and private sector in Maine. Findings were that research and development is an important part of Maine's economy, representing an estimated $89.7 million in research activity in 1986. The survey found that research and development in Maine is widespread and diverse, with particular concentrations of activity in development. The report recommended that Maine more aggressively promote research and development and develop a network of research and developers.

Small Business Innovation Research Grant program: The Board cosponsored a conference/workshop for small businesses to increase their participation in the federal Small Business Research Grant Program.

Conference on Biotechnology: The Board sponsored a conference on biotechnology attended by 100.

Conference on Technology in Manufacturing: The Board cosponsored a conference on technology in manufacturing attended by 100.

Education:

The Board supported K-12 education by cosponsoring the state Science fair, and bringing in astronaut Piere Thuout. Student participation in the science fair increased dramatically (from 175 in 1986 to 230 in 1987).

The Board also cosponsored a special recognition dinner for candidates for Presidential Awards in science and math.

The Board worked with the Vocational-Technical Institutes to create a new system, independent from state government. This new system is more flexible, and can more easily respond to demands required by new technologies.

The Board worked with the Maine Development Foundation to establish Educators in Science and Technology in industry for 5 secondary school teachers.

Current Activities: Current activities of the Board include the following:

- Research Execellence Partnership: This is a joint project with the University of Maine System to improve Maine's research capability by developing a network of research institutions in Maine.
- Technology Profile: The Board will develop a process for constructing a technology profile of industries, and will develop a profile of at least one industry on a test basis.
- Directory of Postsecondary Resources: The Board will work with postsecondary resources that support science and technology.
- Aggressive promotion of Maine's accomplishments relating to science and technology.

PUBLICATIONS:

Technology Strategy for Maine
Entrepreneurship in Maine: A Proposal for Incubator Development
Entrepreneurship in Maine: Report on Equity Financing
Research and Development in Maine

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SCIENCE AND TECHNOLOGY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	200,000	200,000				
TOTAL EXPENDITURES	200,000	200,000				

STATE PLANNING AND ADVISORY COUNCIL ON DEVELOPMENTAL DISABILITIES

JOSEPHINE S. EMANUELSON, CHAIRPERSON
PETER R. STOWELL, EXECUTIVE DIRECTOR

Central Office: Room 411, State Office Bldg., Augusta *Telephone:* 289-4213
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: October 1, 1974 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 050; *Citation:* 34B M.R.S.A., Sect. 1211
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The primary purpose of the State Planning and Advisory Council on Developmental Disabilities is to improve and enhance the network of services available to persons with developmental disabilities of all ages in Maine. The Council serves as an advocate for persons with developmental disabilities by providing a public forum for consumers, parents and family members to meet with state agency representatives and other providers to address the service needs of developmentally disabled persons.

ORGANIZATION: The Maine State Planning and Advisory Council on Developmental Disabilities was established in 1971 by an Executive Order and by statute in 1981. The Council consists of twenty-five members appointed by the Governor or serving by virtue of their positions in state government. Appointees are persons with developmental disabilities, parents or guardians of such persons, representatives of higher educational facilities, and other groups concerned with services to persons with developmental disabilities in Maine. Those who serve by virtue of their positions are representatives of the three principal state agencies that serve persons with developmental disabilities. Council membership reflects a regional distribution across the State, as well as an attempt to equitably represent disabilities associated with the target population.

The Council is staffed by an Executive Director, a Planner, and a Secretary. Administrative support is provided as needed by the Department of Mental Health and Mental Retardation. Other sources of manpower, such as consultants, special projects, etc. are utilized as needed. The Council's committees assist in determining its annual activities. The Legislative Committee is responsible for reviewing legislation relating to developmentally disabled persons and for formulating the Council's legislative program. The Plan Development Committee oversees the development and implementation of the State Plan. The Public Information and Education Committee is responsible for planning the Council's information/education program and oversees production of its publications. The Monitoring and Evaluation Committee participates with the Department of Mental Health and Mental Retardation in evaluating the implementation of the State Plan. The Council's Executive Committee reviews issues to be brought before the Council and sets the agenda for monthly meetings.

PROGRAM: The following is a sampler of Council activities as it addressed the objectives of its State Plan for meeting the service needs of persons with developmental disabilities. The priority service areas selected for the Three-Year State Plan are Child Development Services, Community Living Arrangements, and Employment Related Activities.

As examples of its activities in 1987, the Council participated in:

1. **Monitoring of Prevention Activities.** The Council has chosen to continue to monitor, review and comment on prevention activities of the Departments of Human Services, Mental Health and Mental Retardation, and Educational and Cultural Services. Activities funded by the "Nelson Bill" are to be studied as will activities funded by other state and federal funds. The three departments are responsible for an annual report to the Legislature on prevention activities funded by the Nelson Bill.
2. **Geographic Completion of the Preschool Service Coordination System for Children with Disabilities.** This activity remains a high priority of the Council. Performance of the service network will continue to be monitored and facilitated via membership on the

Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC).

3. **Autism Service Development.** The Council supported geographical expansion of the existing autism services program (screening, identification, diagnosis, evaluation, and service provision) for preschool children with autism and other pervasive developmental disorders.
4. **Family Support Services.** Family support services, including respite care services, has been identified as a major emphasis in the Council's three year state plan. Maine currently has a statewide Respite Care Coordination Grant that provides respite care training and coordination services from regional offices in Portland and Bangor. The Council has sponsored a Family Support Conference that focused on families' needs and preferences. Another related activity is the Maine Family Contribution Study recently approved by the Council. This study will identify and quantify family support needs to assist families in maintaining their children with disabilities at home, and will identify the economic and social contribution of Maine families who care for their children with disabilities at home.
5. **Transitional Services for Handicapped Persons Beyond School Age.** The Maine State Legislature established Transitional Services Coordination Project through an Interdepartmental Coordinating Committee (The Committee on Transition). The Council has contributed to the funding "package" for this transition demonstration project, and has provided funding support for staff for the Committee on Transition and the Transition Project.
6. **Epilepsy Education and Information Services.** The Council has provided small grants and technical assisance to the Pine Tree Epilepsy Foundation, the Maine State Affiliate of the Epilepsy Foundation of America, to allow for program development and expansion. Pine Tree operates with funds from private sources, contracts, and the Maine State Legislature.
7. **Replication of the Hospital Industries Project.** Developed by the Maine Medical Center's Rehabilitation Medicine unit, the Hospital Industries Project (HIP) employs persons with disabilities in community-based, integrated work settings. The Council provides funding to support the replication goals of four additional hospital-based HIP sites and two sites at branches of the University of Maine.
8. **Technology for Persons with Disabilities.** Building on a successful conference in 1986, the Council is planning a second annual Conference on Technology for Persons with Disabilities. The conference will spotlight work being done in the area of Rehabilitation Engineering/Technology and integration of the use of technology in the service delivery system.

As part of the overall plan, the Council has conducted a significant public information effort, including public service messages for the media, a bi-monthly newsletter, a school awareness program, technical assistance to service agencies, and publications.

PUBLICATIONS:

ALL FREE (limited availability on asterisked items)
—DD Dispatch (The Council's Bi-monthly newsletter)
—Insights: A Handbook for Parents of Children with Disabilities (Fourth Edition)*
—Three Year State Plan for 1987-89*
—Jargon and Acronyms: A Booklet of Descriptions and Definitions
—Special Education for Parents: Rights and Responsibilities
—Just Like Me: Disability Awareness Activities
—Perspectives: Looking at Maine's Planning & Advisory Council on Developmental Disabilities

FINANCES, FISCAL YEAR 1987: 34B MRSA, Sect 1211, paragraph 2, provides that expenditures of this unit shall be borne by the Bureau of Mental Retardation and are, therefore, included in its financial display.

EASTERN STATES EXPOSITION ADVISORY BOARD

JOHN INGRAHAM, JR., CHAIRMAN

Central Office: Box 315, Thorndike, Maine 04986 *Telephone:* 568-3243
Mail Address: Box 315, Thorndike, Maine 04986

Established: June 15, 1979 *Sunset Review:* Not Established

Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 430; *Citation:* 7 M.R.S.A., Sect. 403

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: The Eastern States Expo Advisory Board was created to assist and advise the Commissioner of Agriculture in the fulfillment of the department's responsibilities for the operation and maintenance of the State of Maine Building on the grounds of the Eastern States Exposition, West Springfield, Massachusetts.

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

EDUCATIONAL LEAVE ADVISORY BOARD

DONALD WILLS, Acting Director, Bureau of Human Resources

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333
Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 284; *Citation:* 5 M.R.S.A., Sect. 723
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Educational Leave Advisory Board was established to review and authorize requests from classified and unclassified State employees for educational leave of more than one week; to establish procedures for applying, processing and granting of such educational leave; and to maintain an up-to-date register of employees and their terms of leave.

ORGANIZATION: The Educational Leave Advisory Board consists of three members; the Commissioner of Personnel as Chairman, the Commissioner (or a designee) of the Department of Educational and Cultural Services, and one State employee appointed by the Governor for a term of three years. Members of the board receive no compensation for their services.

PROGRAM: During FY 1987, the Advisory Board processed 26 requests for educational leave. Twenty-two (22) requests were approved and four (4) were disapproved.

Requests were from five (5) different State departments and educational areas included: geology, psychology, nursing, rehabilitation/counselling, social welfare, marine resources, and special education. Four (4) leaves were approved for training programs leading to a baccalaureate degree, six (6) were approved for training programs leading to a doctorate degree, ten (10) were approved for training programs leading to a masters degree, one (1) leave was approved for a registered nursing program, and one (1) was approved for a special study program in mental retardation/geriatrics.

Approved leaves are categorized as follows:

- — 10 requests were approved for part-time leave with pay.
- — 2 requests were approved for part-time leave without pay
- — 8 requests were approved for full-time leave without pay.
- — 2 requests were approved for full-time, paid leaves for 2 weeks duration.

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

EDUCATION COMMISSION OF THE STATES

HON. THOMAS H. KEAN, GOVERNOR OF NEW JERSEY, CHAIRMAN
State of Maine Contact: EVE M. BITHER, Commissioner, Educational and Cultural Services

Telephone: 303-830-3600
Central Office: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80295
Mail Address: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80295
or Statehouse Sta. #23, Augusta, Maine 04333

Established: 1966 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 317; *Citation:* 20A M.R.S.A., Sect. 603
Average Count—All Positions: 55 *Legislative Count:* 0

PURPOSE: Since education in the United States is primarily a state and local responsibility, the Education Commission of the States (ECS)—a nonprofit organization—was formed by interstate compact in 1966 to further working relationships among governors, state legislators and educators for the improvement of education at all levels. Forty-eight states, Puerto Rico, American Samoa, and the Virgin Islands are members of ECS. In its work with the states, the commission serves as a forum, a resource and a catalyst. It provides information on state-related education activities and, when appropriate, suggests options and alternatives to meet specific state needs. The commission also serves as a liaison between the states and the federal government.

ORGANIZATION: The Legislature of each ECS member jurisdiction adopts the Compact for Education, an agreement between the states and an enabling act, the instrument by which each member puts the agreement into effect. Seven representatives from each state constitute the operating body of the commission. These commissioners include the governor, two members of the state legislature selected by the respective houses and four persons selected by the governor who are active in education. All ECS commissioners meet annually. One commissioner from each member-state serves on the ECS Steering Committee, which is responsible for policy decisions between annual meetings.

Based in Denver, Colo., the commission has a staff of about 55 persons.

PROGRAM: ECS implements its program through its five departments. They are: Elementary and Secondary Education, Postsecondary Education, Research and Information, Communications, and Administrative Services. These departments administer some 16 projects on a wide range of education issues, including early childhood development, postsecondary planning, school finance, equal rights for women, corrections education and alcoholism prevention.

PUBLICATIONS:
State Education Leader
State Education Review
Issuegrams: Summaries of 43 Major Education Issues

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

EVE M. BITHER, COMMISSIONER
RICHARD H. CARD, Deputy Commissioner

Central Office: Education Building, Augusta *Telephone:* 289-5800
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: April 2, 1931 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071; *Citation:* 20A M.R.S.A., Sect. 201

Average Count—All Positions: 895 *Legislative Count:* 940

Organizational Units:

- Administration
- State Board of Education
- State Museum Bureau
- Maine Arts Commission
- Maine Historic Preservation Commission
- Governor Baxter School for the Deaf
- Bureau of Vocational Education
- Bureau of School Management
- Bureau of Instruction
- Maine State Library Bureau

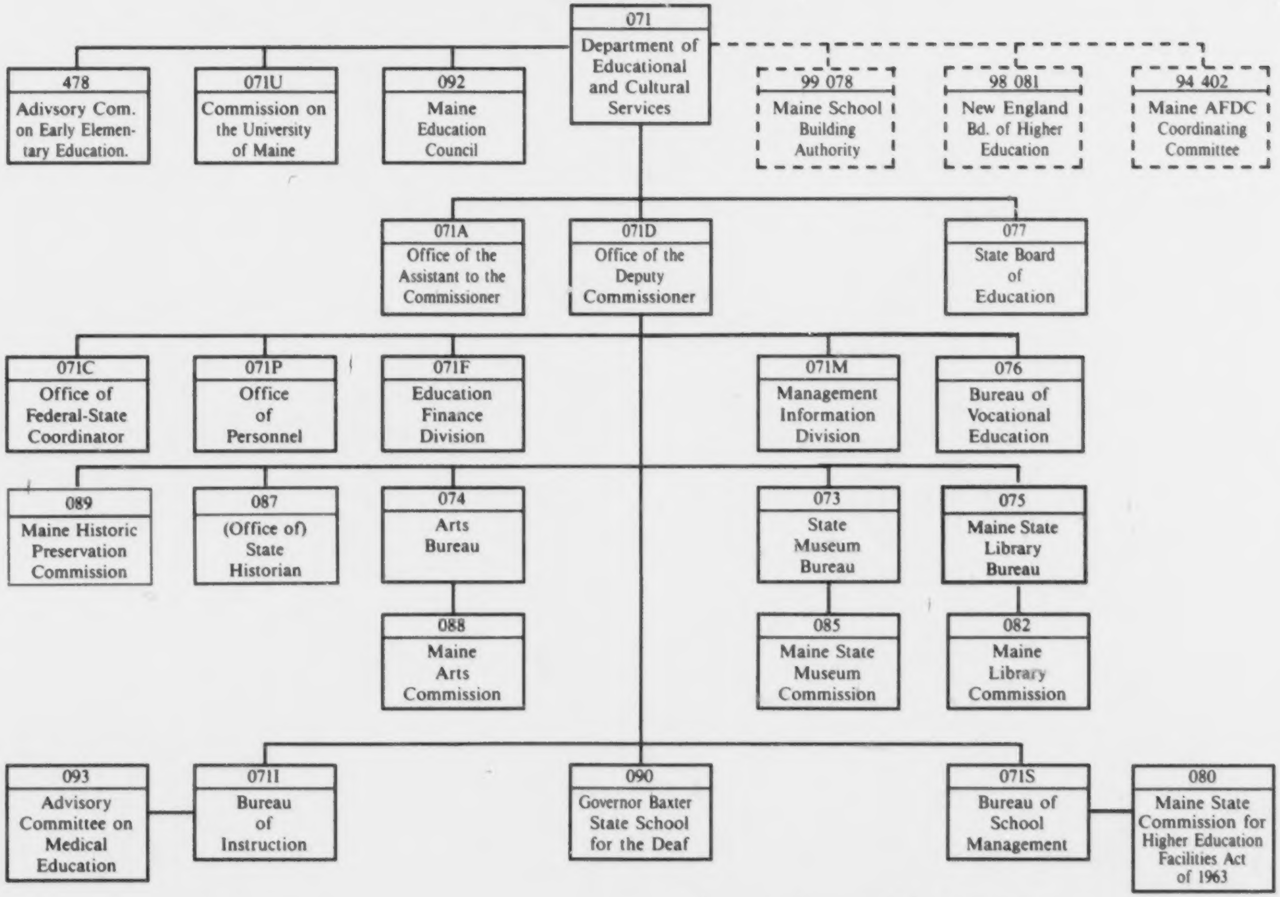
PURPOSE: The overall emphasis of this agency is to ensure that high quality educational and cultural services are available to all citizens of the State of Maine through comprehensive educational planning and leadership that relates such services to other social, economic, cultural and governmental programs and activities.

The Department of Educational and Cultural Services is authorized to supervise, guide and plan a coordinated system of public education for all Maine citizens; to interrelate public education to other social, economic, physical and governmental activities, programs and services; to provide for a coordinated, integrated system of cultural resources programs and projects; to encourage and stimulate public interest in the advancement of education; to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level; to encourage in-service education and staff development for teachers in cooperation with local school officials; to compile and distribute copies of school laws to municipal and school officers; to prescribe the studies to be taught in the schools; to furnish record books to the school officers of each administrative unit for recording all matters relating to monies appropriated; to control and manage all public schools established and maintained by gifts or bequests; to perform all duties imposed by any charter granted by the Legislature to educational institutions in the State; to report annually to the Governor the facts obtained from school returns, with recommendations to promote the improvement of public schools; to inspect schools; to issue high school equivalency certificates; to produce or contract for educational television programs; to cooperate with the federal Department of Education in carrying out the Bilingual Educational Program Act; to approve schools with out-of-state enrollment; to enter into contracts for vocational education programs; and to certify teachers and other professional personnel for service in any public school in the State or any school that accepts public funds.

ORGANIZATION: The Department of Educational and Cultural Services originated in 1846 with the establishment of the first Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850, and in 1852, County Commissioners of Common Schools were established. The County Commissioners were replaced in 1854 by a Superintendent of Common Schools, and in 1869, a new State Board of Education was established, with a membership consisting of the Superintendent and new County Supervisors of Public Schools. In 1872 the Board was again abolished along with the County Supervisors, and public education responsibilities of the State were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and in 1923, Commissioner of Education.

In a major State Government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education, and to supervise State Normal Schools, the Maine State Library (established in 1839) and the State Museum (established in 1919) and to administer the Teachers' Retirement System. In 1939, the Library and the Museum were separated from the Department to become indepen-

ORGANIZATIONAL CHART
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES
UMB 05


071
Department of Educational and Cultural Services
478
Adivsory Com. on Early Elementary Education.
071U
Commission on the University of Maine
092
Maine Education Council
99 078
Maine School Building Authority
98 081
New England Bd. of Higher Education
94 402
Maine AFDC Coordinating Committee
071A
Office of the Assistant to the Commissioner
071D
Office of the Deputy Commissioner
077
State Board of Education
071C
Office of Federal-State Coordinator
071P
Office of Personnel
071F
Education Finance Division
071M
Management Information Division
076
Bureau of Vocational Education
089
Maine Historic Preservation Commission
087
(Office of) State Historian
074
Arts Bureau
073
State Museum Bureau
075
Maine State Library Bureau
088
Maine Arts Commission
085
Maine State Museum Commission
082
Maine Library Commission
093
Advisory Committee on Medical Education
071I
Bureau of Instruction
090
Governor Baxter State School for the Deaf
071S
Bureau of School Management
080
Maine State Commission for Higher Education Facilities Act of 1963

Approved by the Bureau
of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,041,770	7,251,525	697,202		2,093,043	
Health Benefits	563,809	402,814	38,382		122,613	
Retirement	1,747,011	1,271,553	118,531		356,927	
Other Fringe Benefits	45,237	30,915	3,598		10,724	
Computer Services—Comm.	1,388				1,388	
Computer Services—State	192,401	161,478	3		30,920	
Other Contractual Service	8,064,334	5,464,819	597,185		2,002,330	
Rents	173,305	108,831	25,580		38,894	
Commodities	866,447	654,530	106,329		105,588	
Grants—Subsidies—Pensions	389,913,811	343,644,496	2,279,999		43,608,937	380,379
Buildings and Improvement	805,289	745,121			60,168	
Equipment	222,849	96,163	23,388		103,298	
Interest—Debt Retirement	68	66			2	
Transfers to Other Funds	71,682,778	70,640,678	549,294		492,806	
TOTAL EXPENDITURES	484,320,497	430,472,989	4,439,491		49,027,638	380,379

dent agencies of the State, and in 1947, the Teachers' Retirement System was merged with the new State Employees' Retirement System.

The State Board of Education was reestablished in 1949 with greatly expanded powers over the public education activities of the State, including authority to appoint the Commissioner of Education and select personnel of the Department. At this time, the Board also assumed the duties of the Vocational Education Board, originally established in 1917 as the State Board for Vocational Education, and of the State Normal School and Teacher's College Board, established in 1873 as the Board of Trustees of State Normal Schools. In 1961, the Board assumed the duties of the School District Commission which was created in 1957 to develop plans for the establishment of appropriate school districts in the State, and in 1967, normal school and teachers' college functions of the Board discontinued as these institutions became part of the University of Maine system. In 1969, the Vocational Rehabilitation Division, created in 1959 to be under the general supervision of the Board, was transferred to the Department of Health and Welfare.

The powers of the board were further diminished in State Government reorganization of 1971 when the Department of Education became the Department of Educational and Cultural Resources and the authority to appoint the commissioner was transferred from the board to the Governor with the advice and consent of the council. This reorganization also placed several previously independent State agencies within the administrative structure of the Department, including the Maine Education Council (created 1967), the Maine State Commission for the Higher Education Facilities Act of 1963 (created 1967), the Maine Advisory Council on Vocational Education (created 1955), the Maine School Building Authority (created 1951), the Governor Baxter State School for the Deaf (created 1876), the Maine State Commission on the Arts and Humanities (created 1965), the Maine State Library (created 1839) and the State Historian (created 1907).

In additional reorganization in 1973, the Department was renamed Department of Educational and Cultural Services and expanded to include the Maine Historic Preservation Commission (created 1971) and the State Board of Education. The role of the board was changed to be advisory to the Commissioner of Educational and Cultural Services, but with specific powers relative to the organization and administration of the State's public school system, and with responsibility for administration of the federal Higher Education Facilities Act of 1963 and, in 1974, of the Higher Education Act of 1965 through the Maine State Commission for the Higher Education Facilities Act of 1963 and the Maine Postsecondary Education Commission (created 1974) respectively. Also in this reorganization, four agencies transferred to the Department in 1971 were established as statutory bureaus: State Museum Bureau, Maine State Commission on Arts and Humanities, Maine State Library Bureau and Bureau of Vocational Education. Several other subdivisions have been created administratively since 1971 under the commissioner's authority to form such bureaus as she deems necessary to carry out the functions of the Department.

As of April 7, 1983, the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and is subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

Truancy, Dropout and Alternative Education—The office, established by the 112th Legislature, provides consultant services on truancy, dropout and alternative education to both public and private schools. A fifteen member Advisory Committee, whose structure is defined by statutes to represent a wide sector of state government departments, public and private alternative schools and business, is appointed by the Commissioner for two year terms.

This office is responsible for collection of habitual truant reports (MRSA Title 20-A Chapter 209, Section 5051) and serves as a liaison between the Commissioner and the Advisory Committee. Special reports on dropout rates, graduation rates and incidences of truancy and alternative education are disseminated on request.

On April 16, 1986, legislation became effective separating the vocational technical institutes from the Department of Educational and Cultural Services and establishing an independent Maine Vocational-Technical Institute System.

PROGRAM: The Program of the Department is implemented through its component units.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	718,099	404,317	18,298		295,484	
Health Benefits	36,421	18,849	500		17,072	
Retirement	132,547	77,627	3,154		51,766	
Other Fringe Benefits	4,678	2,303	211		2,164	
Computer Services—Comm.	317				317	
Computer Services—State	56				56	
Other Contractual Service	311,692	96,507	12,566		202,619	
Rents	1,052	60	72		920	
Commodities	36,475	20,076	2,870		13,529	
Grants—Subsidies—Pensions	1,957,191				1,957,191	
Equipment	46,213	5,630	3,654		36,929	
Transfers to Other Funds	21,065		1,152		19,913	
TOTAL EXPENDITURES	3,265,806	625,369	42,477		2,597,960	

ARTS BUREAU

ALDEN C. WILSON, EXECUTIVE DIRECTOR
BARBARA S. EVANS, Office Manager

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2 *Telephone:* 289-2724
Mail Address: Statehouse Sta. #25, Augusta, Maine 04333

Established: July 1, 1972 *Sunset Review Required by:* December 31, 1995

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 074; *Citation:* 20A M.R.S.A., Sect. 202

Average Count—All Positions: 9 *Legislative Count:* 7

PURPOSE: The major purpose of the Arts Bureau is to develop, expand and foster the growth of the arts on a statewide basis.

ORGANIZATION: The Arts and Humanities Bureau was established within the Department of Educational and Cultural Services with the governmental reorganization of 1972. P.L. 1985, Chapter 763, changed the title of this Bureau to the Arts Bureau. The Maine Arts Commission appoints, with the approval of the commissioner, the executive director of the Arts Bureau, who serves for an indefinite term. His/her compensation is set by the Governor.

PROGRAM:

Institutional Support. This category is designed to provide funding to established professional, cultural organizations such as museums, music organizations and community arts agencies and to non-cultural organizations which may carry out cultural programs, such as schools, libraries, colleges, civic or service groups, chambers of commerce, recreation departments, etc. Grants have been awarded for exhibitions, music and film series, art and craft workshops, staff support and development, and arts programs with community impact or directed toward a special constituency never before reached by an arts event.

Artists in Residence. Funds are provided for residencies of professional artists in Maine schools and in alternative sites. The primary purpose of the program is to place professional working artists—visual artists, craftspeople, performing artists, poets, filmmakers, photographers, musicians—in settings which will help provide them with opportunities to work in schools and communities, and in working situations conducive to their continued artistic development. Residencies may be designed for a period of up to one year.

Maine Touring Artists. This program provides local sponsors of arts activities with lists of artists and performing groups willing to travel in the state to present performances, workshops, readings, and other services. The Maine Touring Program lists performing artists and groups in dance, music, puppetry and theater, as well as visual artists, media artists, and poets. All of the artists are Maine residents. All are experienced, trained professionals. Applications for this program are accepted throughout the year.

Regional Arts. This program is designed to stimulate the growth of the arts in communities and to provide an innovative approach to the development of a broader range of arts activities, as well as providing support for continuing programs of proven quality. Through this program, federal and state funds are allocated for redistribution, or regranting, to a limited number of strong, stable community arts councils, in selected geographic areas across the state. These regional centers for community arts development have the responsibility for the development of criteria and the actual selection process for funding programs and projects in their respective geographic areas. In addition, efforts are made to coordinate programming activities with local cultural groups; to assist organizations in planning project guidelines and in establishing priorities; and to provide sponsor assistance. The central purpose of decentralized funding is to develop and make possible greater interest and participation in the arts at the local level.

Professional Assistance Program. The purpose of this program is to provide business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development.

Information. This program was established to extend the communication network of the Commission by serving as a clearinghouse for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISP), a computerized mailing list, grants, and facilities information system for state arts agencies.

Percent for Art/Art in Public Buildings. The Commission administers the state law, enacted in 1979, which provides funds for the acquisition of works of art for certain public buildings. The Commission maintains an Artists Registry containing slides of the work of over 800 artists for the program, which is available to the public for viewing at the Commission office.

Contemporary Visual Arts Exhibition Program. In 1985 the Commission established a program of financial support for exhibitions that promote the work, in all media, of contemporary visual and crafts artists in Maine. Either juried or curated exhibitions are considered. This program is in addition to the Commission's other grant programs, and funding through it does not preclude funding from another.

PUBLICATIONS:

Newsletter: A summary of the important issues facing the arts in Maine, a bimonthly publication.

Maine Touring Artists Program: A booklet which provides a qualitative list of the performing, visual and literary artists that have been approved for participation in the program.

Guide to Grants and Services: revised and republished on a yearly basis.

In High School I Believed That Poetry Existed Only to Make Me Feel Stupid: an anthology of poetry written by Maine students as part of the Artist in Residence Program.

New England Touring Program: A booklet listing performing arts attractions available to audiences in the six state region.

New England Visual Arts Touring Program: A booklet describing a variety of quality art exhibitions available, at a minimal cost, to organizations throughout the six state region.

All are available from the Commission at no cost.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARTS BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	183,199	144,867			38,332	
Health Benefits	8,319	6,179			2,140	
Retirement	32,820	26,299			6,521	
Other Fringe Benefits	900	652			248	
Other Contractual Service	108,192	89,241	1,000		17,951	
Rents	1,201	1,201				
Commodities	2,466	957	122		1,387	
Grants—Subsidies—Pensions	590,249	198,589			391,660	
Equipment	880	880				
Transfers to Other Funds	6,847		107		6,740	
TOTAL EXPENDITURES	935,073	468,865	1,229		464,979	

MAINE ARTS COMMISSION

DAVID LAKARI, CHAIRMAN

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2 *Telephone:* 289-2724
Mail Address: Statehouse Sta. #25, Augusta, Maine 04333
Established: May 11, 1966 *Sunset Termination Scheduled to Start by:* December 31, 1995
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 088; *Citation:* 27 M.R.S.A., Sect. 401
Average Count—All Positions: 9; 7: State; 2: Federal *Legislative Count:* 7

PURPOSE: The purposes of the Commission are several. It is the Commission's duty to take such steps as may be necessary and appropriate to encourage and stimulate public interest and participation in the cultural heritage and programs of our State and to expand the State's cultural resources; to encourage and assist freedom of artistic expression essential for the well-being of the arts; to make such surveys as may be deemed advisable of public and private institutions engaged within the State in artistic and cultural activities, including, but not limited to, music, theatre, dance, painting, sculpture, architecture, literature, history and allied studies; and to make recommendations concerning appropriate methods of encouraging participation in and appreciation of the arts to meet the needs and aspirations of persons in all parts of the State. The Commission also acts in an advisory capacity relative to the creation, acquisition, construction or erection by the State of any work of art. It must file with the Governor, within 30 days, its opinion of such proposed work of art together with such suggestions and recommendations as it may deem proper. The term includes any painting, portrait, mural, decoration, stained glass, statue, tablet, bas-relief, ornament, fountain or other article or structure of a permanent character intended for decoration or commemoration, but shall not include "historical materials" administered by the Maine State Museum Commission. The Commission is also responsible for monitoring the selection process of artwork commissioned under the Percent for Art Act (Art in Public Buildings).

ORGANIZATION: The Maine Arts Commission consists of not less than 15 nor more than 21 members, broadly representative of all artistic and cultural fields, to be appointed by the Governor from among citizens of Maine who are widely known for their competence and experience in connection with these fields. In making such appointments, due consideration must be given to the recommendations made by representative civic, educational and professional associations and groups concerned with or engaged in artistic and cultural fields generally.

The term of office of each member is 3 years. Other than the chairman, no member of the commission who serves 2 full 3-year terms shall be eligible for reappointment during the one-year period following the expiration of his second such term. The Governor designates a chairman and a vice-chairman from the members of the Commission, to serve as such at his/her pleasure. The chairman is the presiding officer of the Commission. All vacancies are filled for the balance of the unexpired term in the same manner as original appointments. The members of the Commission do not receive any compensation for their services, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties as members of the Commission.

PROGRAM: The Commission appoints advisory panels to work in conjunction with the Arts Bureau staff while making grant funding determinations. All of the granting activity of the Bureau is presented to the Commission for ratification or rejection. Similarly, the Commission initiates many Bureau activities.

The Institutional Support grant program, which utilizes a major portion of the Commission's federal program monies, accepts applications from non-profit organizations throughout Maine for projects in the arts. Grants are awarded on a matching basis with a minimum requirement of 50/50 matching. In practice, grants are well overmatched with a ratio of one state or federal dollar to every two and a half private dollars. Other programs include Maine Touring Artists; Artist in Residence; Maine Regional Arts, Contemporary Visual arts exhibition program; and administration of the Percent for Art Program.

Special grants are awarded for projects that address the particular needs of the arts as defined by the Commission. These projects are developmental in nature and are funded by special grants from the National Endowment for the Arts and from funds reserved from the Commission's budget until they move from the developmental phase and are incorporated into the established programs of the Commission.

In addition, the Professional Assistance Program, provides business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development.

The Information Program was established to extend the communication network of the Commission by serving as a clearing house for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISP), a computerized mailing list, grants, and facilities information system for state arts agencies.

PUBLICATIONS:

Newsletter: A summary of the important issues facing the arts in Maine, a bimonthly publication.

Maine Touring Artists Program a booklet which provides a qualitative list of the performing, visual and literary artists that have been approved for participation in the program.

Guide to Grants and Services: revised and republished on a yearly basis.

In High School I Believed That Poetry Existed Only to Make Me Feel Stupid: an anthology of poetry written by Maine students as part of the Artist in Residence Program.

New England Touring Program: A booklet listing performing arts attractions available to audiences in the six state region.

New England Visual Arts Touring Program: A booklet describing a variety of quality art exhibitions available, at a minimal cost, to organizations throughout the six state region.

All are available from the Commission at no cost.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Arts Bureau.

OFFICE OF THE ASSISTANT TO THE COMMISSIONER

POLLY WARD, ASSISTANT TO THE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-5803
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071A; *Citation:* 20A M.R.S.A., Sect. 202

PURPOSE: The primary responsibility of this office is to assist the Commissioner in carrying out the policy-making and administrative functions of the Department; to supervise the ECIA Chapter 2 (Block Grant) Program; to supervise and guide the public information, printing, and mailing services provided by the Department; and to serve as a liaison with offices and organizations at the federal level regarding education and cultural concerns.

ORGANIZATION: The office was administratively created in 1971 and is statutorily authorized within the Commissioner's Office. The major purpose has been to assist the Commissioner in carrying out the policy-making and administrative functions of the Department, with additional administrative functions assigned at the discretion of the Commissioner.

PROGRAM:

ECIA Chapter 2 (block grant) program. This program consolidates twenty-eight federal elementary and secondary categorial programs into a single state block grant. Eighty percent of the funds are distributed to local education agencies according to a formula based on public and private school enrollment figures, adjusted by higher per pupil allocations for economically disadvantaged students. Twenty percent of the grant is reserved for state leadership projects and administrative costs.

Special Services/Public Information Unit. This unit is responsible for the dissemination of information about public education in Maine to a statewide audience and is composed of a public information unit, duplication center and mail services. Implementation of the public information effort is through news releases, special publications, newsletters and compilations of Maine education laws.

Affirmative Action Unit. This unit is responsible for providing laws, regulations, and procedures (both State and Federal) to local school districts throughout Maine. The unit works in cooperation with the Affirmative Action Officer for Vocational Education, the Department's Personnel Officer, the Office of the Attorney General, the State Personnel Affirmative Action Coordinator, the Maine Human Rights Commission, the U.S. Office of Civil Rights, the Maine Commission for Women and the U.S. Department of Education.

PUBLICATIONS:

Maine Insight—free

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Department of Educational and Cultural Services.

ADVISORY COMMITTEE ON EARLY ELEMENTARY EDUCATION

DR. WILLIAM RICHARDS, ASSOCIATE COMMISSIONER,
BUREAU OF INSTRUCTION
JENIFER VAN DEUSEN-HENKEL, CONSULTANT

Central Office: DECS, Augusta *Telephone:* 289-5981
Mail Address: Statehouse Station #23, Augusta, Maine 04333
Established: December 1984
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 478; *Citation:* 20A M.R.S.A., Sect. 260

PURPOSE: The purpose of the Early Education Advisory Committee (EEAC) is to offer suggestions and/or recommendations with regard to critical early childhood education issues in the State of Maine which should be targeted by the Department of Educational & Cultural Services.

ORGANIZATION: This committee meets regularly. Meetings are planned and facilitated by one of the two consultants (or by the Director of Curriculum). Decisions are made by consensus whenever possible.

This committee is composed of practitioners with specialized knowledge in this field. Members include an assistant professor, two principals, a language arts consultant, a reading director, a guidance counselor, a classroom teacher, and a superintendent. DECS staff serve on the committee also. Members serve a two-year term and are selected from the field by the committee.

PROGRAM: The major goals and objectives of the Early Elementary Education Advisory Committee (EEEAC) focus on improving the quality of kindergarten through third grade programs in the State of Maine. This body offers advice and recommendations to DECS staff, and provides assistance in performing targeted tasks.

This year the members of this Committee have provided assistance in the production of a statewide conference, a position paper on curriculum development and a guide to kindergarten screening programs.

PUBLICATIONS:
"Kindergarten Curriculum for Conceptual Language Development"
"Early Childhood Education: Programs That Work"
"Early Elementary Education: Curriculum Planning for the Primary Grades"
Reprints from "Maine Emphasis": "Child's Play" and "Alphabet Soup"
Available January 1988: "A Guide to Developing Screening Programs"

FINANCES, FISCAL YEAR 1987: "Section 2, 20-A, MRSA #260, 2-D" provides that expenditures of this unit shall be borne by the Bureau of Instruction and are, therefore, included in its financial display.

STATE BOARD OF EDUCATION

CAROL WISHCAMPER, CHAIR
JANE de FREES, Vice Chair

Central Office: Education Bldg., Augusta *Telephone:* 289-5800
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: August 6, 1949 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 077; *Citation:* 20A M.R.S.A., Sect. 401
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Educational and Cultural Services in matters concerning State Laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public schools; to approve the formation of School Administrative Districts; to act upon applications for additions to and dissolution of School Administrative Districts; to establish requirements for approval and accreditation of elementary and secondary schools; to adjust subsidy to an administrative unit when the expenditures for education in such unit show evidence of manipulation to gain an unfair advantage or adjudged excessive; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of regional technical and vocational centers; to approve standards for school construction; to approve projects for State construction aid; to approve the formation of community school districts; to approve isolated secondary schools; to obtain information regarding applications for granting degrees and make recommendations to the Legislature; to recommend funds to the Bureau of the Budget for equalization of educational opportunity; to establish a student loan insurance program; to serve as the State agency for administering Federal funds; to serve as an appeals board for unclassified personnel; and to establish the certification standards for teachers and other educational personnel.

ORGANIZATION: The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner of Education. The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. At this point, the Board was delegated great authority over education activities of the State, including appointment of the Commissioner of Education and personnel of the department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the Council. Effective July 1, 1972 the State Board of Education was changed to consist of 9 members. Since January 1, 1977, the Governor appoints members for five year terms subject to review by the Joint Standing Committee on Education and to confirmation by the Legislature.

PROGRAM: At its July 1986 meeting, the Board gave conditional approval to the agreement for the Town of Bridgewater to withdraw from School Administrative District 42; voted to send a certificate of recognition to the superintendent of schools in SAD 71, Kennebunk, for having had schools at all three levels recognized for excellence by the U.S. Department of Education; accepted the Maine Accountability Report for 1985, based on the State Plan for Vocational Education, for submission to the Secretary of the U.S. Department of Education; authorized the Commissioner to begin the Administrative Procedure Act process preliminary to the final adoption of an amendment to Section 7 of the rules of the Maine Guaranteed Student Loan Program to redefine the term "default."

At its August 1986 meeting, the Board voted to adopt and incorporate in the State Board of Education "School Building Construction Rules" the changes as presented and modified at the June 11, 1986, Board meeting, with one additional minor amendment; approved that the Town of Bridgewater has submitted an agreement to withdraw from SAD 42 which meets the conditions of the law, and will vote on withdrawal from SAD 42 on September 23, 1986; voted that pursuant to Title 20-A, Chapter 501, the Board adopt standards for the certification of School Psychological Examiners with an amendment to be effective immediately and the date for compliance established as of September 1, 1986; adopted the final rule regarding departmental grants and contracts; approved the individuals presented by Fred Douglas, Director of the Division of Higher Education, to serve as the members of a Visiting Committee for the Yacht Design Institute request to seek authority to award the Associate in Science Degree for its residential program; approved the operation of a Class I Tractor Trailer Course at the Boggy Brook Vocational School in Ellsworth; approved the prerequisites for receiving payment of the State Board of Education per diem.

At its September 1986 meeting the Board adopted an amendment to Section 7 of the rules for the conduct of the Guaranteed Student Loan Program to redefine the term default; adopted the standards for use in evaluating requests for degree authorization and academic credit offerings in Maine by out-of-state post secondary institutions; voted to authorize the Commissioner to begin the Administrative Procedure Act process preliminary to final adoption of amendments to certain rules of the Maine Guaranteed Student Loan and Parent Loans for Undergraduate Students Programs; approved the individuals to serve as the members of a visiting committee on the request from the Maine Maritime Academy to seek authorization to confer the Associate in Science Degree; approved a comprehensive school approval program review process for Maine's secondary vocational regions and centers, to be implemented in January, 1987; approved the establishment of a vocational center at Calais to serve Union 104, Eastport, Union 106, Calais, and Union 107, Woodland; approved the funding levels of the Carl D. Perkins Vocational Education Act, P.L. 98-524, for the fiscal year 1987; voted to grant to the Commissioner or his designee the authority to realign dollar amounts of any line items within sections of the funding categories under the Carl D. Perkins Act, P.L. 98-524, as reflected in the State Plan for Vocational Education proposed funding levels adopted by the State Board; voted to receive a position paper on Introductory Courses for Educators in Education Computing.

At its October 1986 meeting, the Board authorized the Division of School Facilities to proceed as an emergency measure to take whatever steps are necessary for the construction of a new middle school in Madison; received a proposed plan for the delivery of vocational education in Northern Aroostook County; considered the reapportionment of the board of directors of SAD 48 (Newport et al) upon the receipt of a request from the board of directors of SAD 48 or a petition signed by 10% of the district voters who voted in the last gubernatorial election in the district; granted conditional approval to the agreement allowing the Town of Grand Isle to withdraw from SAD 24, effective June 30, 1987; granted to SAD 5's reapportionment committee an extension to November 4, 1986, to file its reapportionment plan with the State Board; adopted a Statement of Resolve, concerning Introductory Courses for Educators in Educational Computing; voted to approve agreements with the U.S. Department of Education and United Student Aid Funds to allow the State of Maine to participate in the IRS Income Tax Offset Project for Guaranteed Student Loan defaulters for the 1986 taxable year; adopted a resolution in support of a bond issue in the amount of $7,700,000 to upgrade facilities in the University of Maine System; adopted a resolution to commend the Division of Alcohol and Drug Education Services.

At its November 1986 meeting, the Board authorized the expenditure of George M. Briggs fund in the amount of $25,867; made a finding of fact that SAD 48 is not in compliance with the one person/one vote principle as set forth in 20-A MRSA, Section 1255; reaffirmed the State Board action of October 15, 1986, giving conditional approval to the agreement allowing the Town of Grand Isle to withdraw from SAD 24 effective June 30, 1987; accepted the bylaws of the State Board of Education as revised at the November 1986 meeting; requested the Commissioner to bring before the State Board of Education at the December meeting a plan for reapportioning SAD 5; approved an Agreement with United Student Aid Funds to allow the State of Maine to participate in the State Income Tax Offset Project for Guaranteed Student Loan defaulters for the 1986 taxable year; received the report of the Visiting Committee concerning a request from YDI Schools for authority to confer the Associate in Science Degree.

At its December 1986 meeting, the Board approved a plan for the delivery of vocational education in Northern Aroostook County, subject to inclusion of language to be approved by the vote of each administrative unit's board, advisory committee, and Region #1's Cooperative Board by February 1, 1987; approved a proposal for the operation of a child care program at Southern Penobscot Vocational Region #4, Bangor; voted to approve the establishment of a vocational center at Machias to serve Union 102, Machias, SAD 19, Lubec, SAD 37, Harrington, SAD 77, East Machias, and Moosabec CSD 17, Jonesport-Beals; voted to grant funding approval for an addition to the Jordan Small School in Raymond; granted approval for the construction of a swimming pool to be located at the Falmouth High and Middle School site subject to conditions; granted the Otis-Mariaville Union School an extension of 60 days of the time limitation specified in "School Building Construction Rules" Section 1, subsection A, paragraph 4a; voted to recommend to the Joint Legislative Committee on Education that YDI Schools be granted the authority to confer the degree Associate in Science through its residential program; approved the request from Lesley College to offer a Master of Education program in Maine emphasizing the use of computers in education with such approval being for a period of time beginning in the spring of 1987 and ending in June 1989; approved proposed amendments to the rules for the conduct of the Maine Guaranteed Student Loan program and the Parent Loan for Undergraduate Students Program; approved an agreement with United Student Aid Funds to allow the provision of a computer tape of Maine Guaranteed Student Loan borrowers to the U.S. Department of Education; approved the certified funding level for fiscal year 1987-88 for the Total Allocation at $613,079,623; approved the certified funding level for fiscal year 1987-88 for Adjustments at $8,200.00; received the report of the Visiting Committee concerning a request from Maine Maritime Academy for authority to confer the degree Associate in Science; received the evaluation report on the Bath Vocational Center; received the updated funding levels of the Carl D. Perkins Vocational Education Act, P.L. 98-524 for the first quarter of fiscal year 1987.

At its January 1987 meeting, the Board approved a list of individuals to serve as the members of the Visiting Committee to assist in processing the request from the Portland School of Art to seek authorization to confer the Degree Master of Fine Arts; approved a list of individuals to serve as the members of the Visiting Committee to assist in processing the request from the University of New England to seek authorization to confer the Degree Master of Social Work; authorized the Department of Educational and Cultural Services, through its Division of Higher Education Services, to act as the agent of the Board to administer the necessary affairs and activities of the Maine Guaranteed Student and Parent Loan Programs under the provisions of Title 20-A MRSA, Section 11405, (2); recommended to the Joint Legislative Committee on Education that Maine Maritime Academy be granted the authority to confer the Degree Associate in Science (AS); approved Grand Isle's final withdrawal agreement dated December 18, 1986, from SAD 24, continuing contract status and teaching in Grand Isle, allow them to remain as teachers in Grand Isle if they so choose following the effective date of Grand Isle's withdrawal from SAD 24, and that Grand Isle shall vote on the withdrawal agreement on February 25, 1987; approved SAD 48's reapportionment plan as voted by the reapportionment committee on December 11, 1986, and that the Commissioner issue an amended Certificate of Organization to reflect that plan; construction projects; accepted the study dated September 11, 1986, on the proposed merger of Chelsea and School Administrative District 16 (Hallowell and Farmingdale), and recommended that an agreement be drafted by the Commissioner by which Chelsea may become a member of SAD 16; initiated the Administrative Procedure Act process to amend 05-071, c. 115,2(A) (2) (a) (ii); received the final report on the College of the Atlantic Teacher Education Program as presented.

At its February 1987 meeting, the Board approved an agreement for the Town of Chelsea to join SAD 16; voted, pursuant to Chapter 114, Section, Standards for the Review and Approval of Educational Personnel Preparation Programs, to grant five year approval of the Teacher Education Program at the College of the Atlantic for the preparation of teachers for elementary education and secondary science education with the condition that a progress report be submitted to the Maine Department of Educational and Cultural Services at the end of three years. The report will address the recommendations made by the Visitation Team.

At its March 1987 meeting, the Board voted that the State Board of Education finds that more than 2/3 of the votes cast in Grand Isle on February 25, 1987, were in favor of withdrawal from MSAD 24. Upon receipt of an official letter from the MSAD 24 Board of Directors verifying the vote, the Commissioner will direct SAD 24 to take steps necessary to execute the terms of the withdrawal agreement; received the report of the Visiting Committee concerning the request from the University of New England for authority to confer the degree Master of Social Work.

At its April 1987 meeting, the Board granted a postponement from August 31, 1987, to August 31, 1990, in the establishment of a National School Lunch Program in grades one through eight in the East Millinocket Schools on the basis that there is a system operating within the schools that allows students access to a National School Lunch Program; adopted a language change concerning recent study for initial certification, to become part of the "Credentials Review Standards and Procedures" effective immediately: If the program were completed more than five years prior to the application for certification, evidence of six semester hours of approved study within the last five years must be submitted with the application; voted to recommend to the Joint Legislative Committee on Education that the University of New England be granted the authority to confer the Degree Master of Social Work; approved the funding levels for fiscal year 1988 as presented by the Department of Educational and Cultural Services for the Carl D. Perkins Vocational Education Act, P.L. 98-524; approved a resolution in support of Commissioner Bither's proposed study of secondary vocational education in Maine; received the updated funding levels of the Carl D. Perkins Vocational Education Act, P.L. 98-524, for the third quarter of fiscal year 1987.

At its May 1987 meeting, the Board directed the Commissioner to prepare a suitable plan of reapportionment for SAD 5 and present the plan within 90 days to the State Board of Education for approval.

At its June 1987 meeting, the Board authorized the Department to: (1) begin the Administrative Procedure Act process preliminary to adoption of revisions to the State Board of Education "Rules for School Building Construction" consistent with the provisions of 20-A MRSA, section 3, (2) begin the Administrative Procedure Act process on proposed revisions to Chapter 125, basic school approval, and (3) begin the Administrative Procedure Act process on proposed revisions to certification rules.

School Construction: The Board approved a total of $46,480,467 in school construction projects in the past fiscal year.

LICENSES, PERMITS, ETC.:

Certification and Placement Section

Certification:

- Teachers
- School Nurse
- Driver Education
- School Psychologists
- Curriculum Supervisors
- Psychological Examiners
- Division of Special Education
- School Library Media Specialist
- School Principal
- School Superintendent
- Counselor
- Vocational Instructor
- Reading Specialist
- Special Education Consultant
- Speech & Hearing Clinicians

FINANCES, FISCAL YEAR 1987: 20A MRSA, Section 404 provides that expenditures of this unit shall be borne by the Department of Educational and Cultural Services and are, therefore, included in its financial display.

MAINE STATE COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

EVE M. BITHER, COMMISSIONER
FRED DOUGLAS, Director of Higher Education Services

Central Office: 9 Weston St., Augusta *Telephone:* 289-2183
Mail Address: Statehouse Sta. #119, Augusta, Maine 04333
Established: 1967 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 080; *Citation:* 20-A M.R.S.A., Sect. 10501-10502
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The major goal of the Maine State Commission for Higher Education Facilities Act of 1963 is to ensure adequate opportunity for higher education and enable the most equitable and efficient use of educational resources through provision of comprehensive planning and financial assistance to all public and private post-secondary education institutions in the State of Maine.

The Maine State Commission for Higher Education Facilities Act of 1963 is authorized to conduct, either directly or through other appropriate agencies or institutions, comprehensive planning to assist the higher education institutions in Maine, to establish or to amend plans, rules and regulations agreeable to the Act, and to accept and disburse all monies in accordance with said Act.

The Maine State Commission for Higher Education Facilities Act of 1963 administers many federal assistance programs for Maine post-secondary education institutions which include: Title VII of the Higher Education Act of 1965 — grants for construction, renovation, accessibility to the handicapped, and energy conservation.

ORGANIZATION: The Higher Education Facilities Act of 1963 necessitated the formation of a State Commission to administer the federal funds allotted for post-secondary school construction and equipment grants in Maine. Governor John H. Reed designated the existing State Board of Education to serve as this Commission.

The Maine State Commission for Higher Education Facilities Act of 1963 was authorized by Executive Order in 1967. The Bureau of School Management, Division of Higher Education Services, administers all funds made available through the Facilities Act now conducted within the framework of the Higher Education Act of 1965.

PROGRAM: Financial Assistance to Construct or Remodel Facilities to meet the needs of the Handicapped (Title VII, HEA).

Funds have been authorized to enable institutions to construct and/or remodel facilities to meet codes for areas for the handicapped. During FY 87 no funds were actually appropriated and thus, no activity was conducted.

FINANCES, FISCAL YEAR 1987: No funds were available in FY 87.

OFFICE OF FEDERAL-STATE COORDINATOR

GREG SCOTT, FEDERAL-STATE COORDINATOR

Central Office: Education Building, Augusta *Telephone:* 289-5801
Mail Address: Statehouse Station #23, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071C; *Citation:* 20A M.R.S.A., Sect. 202

PURPOSE: This unit oversees all legislative activity for the Department with the Legislature and the Governor's Office and is the legislative liaison to the State Board of Education. The unit serves as the liaison to the Governor Baxter School for the Deaf for the Department. The unit is responsible for the affirmative action functions of the Department. The unit is the Commissioner's liaison to the Advisory Committee on Truancy, Dropouts and Alternative Education.

ORGANIZATION: This unit reports directly to the Office of the Deputy Commissioner. The federal liaison responsibility was added to the unit's responsibilities in August, 1980. The Governor Baxter School for the Deaf liaison responsibility was added in 1982. The affirmative action responsibility was added in 1983. The truancy, dropouts and alternative education responsibilities were added in 1986.

PROGRAM:

Governor Baxter School for the Deaf Liaison. This unit is the Department's administrative and policy liaison to the GBSD. It is in turn, GBSD's liaison to the Commissioner and the Legislature.

Legislative and Governmental Liaison. This unit oversees all legislative activity for the Department with the Legislature, the Governor's Office and the State Board of Education. The unit also coordinates with state and educational associations and local school administrative units. The unit is the Commissioner's liaison for state governmental relations.

Truancy, Dropouts and Alternative Education. This unit is the Commissioner's liaison to department staff and the Advisory Committee on Truancy, Dropouts and Alternative Education whose charge is to advise the Commissioner on the development and implementation of state and local policies and programs that are needed to deal effectively with the incidence of truancy and dropouts in schools.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Department of Educational and Cultural Services.

EDUCATION FINANCE DIVISION

STANLEY R. SUMNER, DIRECTOR

Central Office: Education Bldg., Augusta *Telephone:* 289-5825
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071F; *Citation:* 20-A M.R.S.A., Sect. 202

PURPOSE: The major purpose of the Division of Finance is to provide centralized control over the fiscal operations of the department. Fiscal operations include: budget preparation and monitoring, receipt and deposit of revenues, pre-audit of expenditures, control over equipment and supplies, fiscal analysis, reporting and auditing.

ORGANIZATION: There are three sections within this Division: Budget Control Section, the Accounting and Reporting Section and the Audit Section.

PROGRAM: The Division accomplishes its purpose with an organization and system designed to support the goals and objectives of the various programs of the department while applying sound fiscal management principles.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EDUCATION FINANCE DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	252,383	252,383				
Health Benefits	14,880	14,880				
Retirement	42,612	42,612				
Other Fringe Benefits	795	795				
Computer Services—State	83,652	83,652				
Other Contractual Service	17,099	17,099				
Commodities	8,212	8,212				
Grants—Subsidies—Pensions	38	38				
Transfers to Other Funds	68,642,761	68,642,761				
TOTAL EXPENDITURES	69,062,432	69,062,432				

GOVERNOR BAXTER SCHOOL FOR THE DEAF

PAMELA TETLEY, SUPERINTENDENT
WILLIAM J. DUNNING, Business Manager

Central Office: Mackworth Island, Falmouth *Telephone:* 781-3165
Mail Address: P.O. Box 799, Portland, Maine 04104—0799 TDD: 781-3331
Established: 1876 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 090; *Citation:* 20A M.R.S.A., Sect. 7503
Average Count—All Positions: 100 *Legislative Count:* 112

PURPOSE: The Governor Baxter School for the Deaf was established for the purpose of providing an educational and residential program for deaf children from Maine. The school is also responsible for providing assistance to educators of hearing impaired children who attend public school programs in Maine.

The Governor Baxter School for the Deaf meets School Approval Standards developed by the Maine State Department of Educational and Cultural Services and is also accredited by the Conference of Educational Administrators serving the Deaf.

ORGANIZATION: The Governor Baxter School for the Deaf had its origin as the Portland School for the Deaf, which was founded in 1876. It was operated as a part of the Portland School System until 1897. At that time, the City of Portland deeded the land and buildings on Spring Street to the State of Maine and the School became known as the Maine School for the Deaf within the Department of Institutions. When the Bureau of Institutions was dissolved, the school was placed in the Department of Mental Health and Corrections where it remained until transferred to the Department of Educational and Cultural Services.

Former Governor Percival P. Baxter donated Mackworth Island to the State of Maine in 1943. Later he was influenced by deaf persons to help find a new site for the school when it had outgrown its Spring Street location. In 1953, the Legislature granted funds for the construction of a new school and, along with funds donated by former Governor Baxter, the school was constructed on Mackworth Island.

PROGRAM:

Introduction: Governor Baxter School for the Deaf consists of two major branches of operation — Baxter School and Baxter Center. Baxter School—the educational program—provides direct services for commuter and residential students enrolled at Baxter. Baxter Center—the outreach program—provides technical assistance for hearing impaired students and their families, deaf adults, educators and other service providers throughout the State. This organization reflects the concept of a state-wide resource model for Governor Baxter School for the Deaf. Quality educational programming is provided at Baxter School while additional specialized services are delivered through Baxter Center.

School Improvement: Administration, school and center staff have been involved in a cycle of short and long-range planning, goal setting, and evaluation activities in order to facilitate optimum student achievement. A broad based collaborative planning process which includes parents and other members of the school community has been involved in school improvement activities. As a result of these efforts, five major goals were established:

1. To develop and implement a comprehensive K-12 curriculum within a Total Communication philosophy.
2. To be in compliance with the Maine Educational Reform Act of 1984, by its effective date of August, 1988.
3. To expand the staff development program to continue school improvement efforts on a systematic and ongoing basis.
4. To provide a coordinated system of services to parents including education, counseling, support groups and recreation.
5. To work in cooperation with the Maine Department of Educational and Cultural Services, University System, professionals and parents to develop a systematic approach for providing education and support for professionals and parents of hearing impaired children in Maine.

These goals will be implemented over the next five years.

Baxter School: The Educational Program which includes preschool, elementary/mid-school and high school, services approximately eighty (80) students at the school. More than 50% of these students are partially maintreamed into Falmouth and other nearby towns. A comprehensive support service is provided for mainstream teachers and students.

The School Improvement Plan describes the long-range plan for a complete revision of the school's curriculum that is intended to revitalize curricular offerings and teaching methodology as well as respond to the mandates of the Education Reform Act.

The HUG Team, a substance abuse team established in 1983 with the assistance of the Division of Alcohol and Drug Education, continues to increase awareness and understanding of issues related to chemical dependency. A classroom based speech program continues. Computer literacy courses have expanded and are available to increased numbers of students and staff. The pre-vocational program (computer science, career education, work study and vocational counseling) is designed for mid-school and high school students. Selected students attend Portland Regional Vocational Training Cener for more advanced vocational training.

The Residential Program involves about half of the school population. Programming is provided for non-commuting students, students participating in the Independent Living Program and/or extracurricular activities.

The Independent Living Program (I.L.P.) is a developmental, structured program designed to teach independent living skills and decision making skills in an apartment-like setting. The program will be refined and expanded to meet the needs of all residential students. Dormitory renovations are planned to meet fire safety regulations and enhance the I.L.P. experience.

Baxter Center: Baxter Center has provided consultations and training to over forty-five (45) school districts and other service providers. In-service training on education of the hearing impaired has been conducted at various locations throughout the State. A Preschool consultant provides services to hearing impaired children 0-5 and their families. A Public School Outreach Consultant provides services to public schools. An Adult Education Program is in the early stages of design. The Parent Professional Resource Center has established a Parent Advisory Commitee and started a newsletter, "The Beak Speaks."

Members of the Interdisciplinary Team work together to provide comprehensive four-day evaluations including language (English and/or another language if appropriate), audiological, psychological, educational, and occupational therapy. The evaluation is for all hearing impaired children in public schools regardless of the mode of communication. The team makes recommendations to the referring school districts and parents for appropriate programming needs. Seventeen students were evaluated during the 1986-87 school year. In addition, the Interdisciplinary Team conducts three-year evaluations of Baxter School students. Thirty-two such evaluations were done during the 1986-1987 school year.

Since 1983, Family Learning Weekends have been offered for hearing impaired students and their families from throughout Maine. Parents, their deaf and hearing children, participate in educational and recreational programs designed and implemented by school and center staff.

In January 1987, Baxter Center conducted a Family Learning Weekend at the University of Maine in Presque Isle for families in Aroostook County.

Multi-sensory Instructional Resource Center: With support from the Maine Innovative Grant Program (Education Reform Act of 1984), Governor Baxter School for the Deaf developed a Multi-sensory Instructional Resource Center comprised of a Sound Lab and a Communication Technology Lab. The Sound Lab utilizes a floor that vibrates (as a function of sound sent through the system), and visual based equipment that displays the frequency and intensity of the sound. The room provides a stimulating environment for instruction in the properties of sound, speech therapy, music, occupational/physical therapy and science.

The Communication Technology Lab provides structured hands-on experiences with a variety of equipment and devices that are commercially available to foster independent living for hearing-impaired individuals.

Staff Development: All staff continue to participate in a comprehensive staff development/school improvement program. Multi-level sign language classes continue to be offered to staff, parents, and the general public.

In 1983, the University of Southern Maine, in cooperation with Governor Baxter School for the Deaf, established a master's degree program to train teachers of the hearing impaired. Governor Baxter School for the Deaf offered the fourth Annual Summer Institute in conjunction with this program this summer.

LICENSES, PERMITS, ETC.:

High School Diplomas. (The school is approved by the Maine State Department of Educational and Cultural Services and is accredited by the Conference of Educational Administrators Serving the Deaf).

PUBLICATIONS:

"NEWS" published five times a year (October, December, February, April and June). (Free) School magazine giving pertinent information regarding the School, and in the area of education of the deaf.

Information Brochures — free.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR BAXTER SCHOOL FOR THE DEAF	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,861,604	1,848,666			12,938	
Health Benefits	105,837	105,018			819	
Retirement	336,276	334,074			2,202	
Other Fringe Benefits	8,311	8,257			54	
Other Contractual Service	227,060	204,109			22,951	
Rents	97	97				
Commodities	144,264	139,194			5,070	
Grants—Subsidies—Pensions	65,321	65,321				
Equipment	50,549	50,549				
Interest—Debt Retirement	66	66				
Transfers to Other Funds	284				284	
TOTAL EXPENDITURES	2,799,669	2,755,351			44,318	

(OFFICE OF) STATE HISTORIAN

ROBERT M. YORK, STATE HISTORIAN

Central Office: RFD #1, Box 833, Orrs Island, Maine 04066 *Telephone:* 833-2861
Mail Address: RFD #1, Box 833, Orrs Island, Maine 04066
Established: March 20, 1907 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 087; *Citation:* 27 M.R.S.A., Sect. 261
Average Count—All Positions: 1 *Legislative Count:* 0

PROGRAM: The 1986-87 year was again in the same format as previously — lots of requests for information and assistance with research projects relating to Maine from all over the country; talks before service clubs, historical societies, educational groups, women's clubs, etc., as well as serving on committees requiring expertise on Maine history. Noteworthy was his work with schools in Topsham, Scarborough and Auburn; an Elderhostel course at the Margaret Chase Smith Library in Skowhegan; a paper on Maine's Home Front in the Civil War for the Joshua Chamberlain Civil War Round Table and two courses for U.S.M. Visits were made to several historical societies, as well as many presentations with commentary of "From Stump to Ship." Various groups were given guided tours in Bath, Brunswick, Augusta, Portland, Lewiston-Auburn, Kennebunk, York and Kittery. The historian still serves as vice-president of the Maine League of Historical Societies and Museums, president of the Harpswell Society and a director of Pejepscot Historical Society.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) STATE HISTORIAN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	250	250				
TOTAL EXPENDITURES	250	250				

MAINE HISTORIC PRESERVATION COMMISSION

CHRISTOPHER C. GLASS, CHAIRMAN
EARLE G. SHETTLEWORTH, JR., Executive Director

Central Office: 55 Capitol St., Augusta, *Floor:* 1 *Telephone:* 289-2133
Mail Address: Statehouse Sta. #65, Augusta, Maine 04333
Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 089; *Citation:* 27 M.R.S.A., Sect. 502
Average Count—All Positions: 9 *Legislative Count:* 9

PURPOSE: The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966, and to assist other private and governmental programs within the purposes of this Commission, whose policy is to preserve the architectural, historic and environmental heritage of the people of the State, and to promote the cultural, educational and economic benefits of those resources. The Commission is charged with the development of a state plan for historic preservation, a state historic resources inventory and entering on the National Register of Historic Places all buildings, sites and districts in the State of Maine that meet the criteria for such designation. In addition, the Commission is responsible for reviewing the impact of all federally funded or licensed projects upon those sites so designated.

The 50% state matching grants available for the restoration of National Register properties are also administered by the Maine Historic Preservation Commission.

ORGANIZATION: The Maine Historic Preservation Commission was created by the 105th Legislature in 1971 as an independent State commission. In 1973, the Commission was placed in the Department of Educational and Cultural Services for administrative purposes, and in 1979 it became a bureau of the Department.

The Maine Historic Preservation Commission consists of 11 members made up as follows: Commissioner or representative of the Department of Transportation, Commissioner or representative of the Department of Conservation, and 9 representatives from among citizens of Maine, one of whom shall be elected chairman, who are known for their competence, experience and interest in this field. Among the public members, all of whom are appointed by the Governor, there must be at least one prehistoric archaeologist, one historic archaeologist, one historian, one architectural historian, and one architect. In making these appointments, due consideration must be given to the recommendations made by the representative professional, civic and educational associations and groups concerned with or engaged in the field of historic preservation.

The term of office of each member is 5 years. Each member serves for the term of his/her appointment and thereafter until his/her successor is appointed and qualified, but in any event no more than 2 consecutive terms. All vacancies are filled for the balance of the unexpired term in the same manner as the original appointments.

PROGRAM: During FY 87, the Maine Historic Preservation Commission expanded the National Register of Historic Places by 31 individual sites and seven historic districts. The Commission sponsored one prehistoric archaeological survey, four historic archaeological surveys, four architectural inventories of Maine communities, and three special projects.

The Historic Preservation provision of the Economic Recovery Tax Act of 1981 has required extensive staff time in certifying historic buildings and advising owners on acceptable restoration techniques. As in past years a great deal of staff time has been spent in reviewing federally funded projects that might have an impact upon the State's historic resources, as well as offering advice and services to countless communities, groups, and individuals with concerns in the area of historic preservation.

Federal Grants. The Commission, during FY 87, awarded the following grant monies on a matching basis to private organizations, municipalities, and State agencies for the identification and restoration of historic sites and structures:

Administration	$229,489
Prehistoric Archaeological Surveys	2,000
Historic Archaeological Surveys	10,500
Architectural Surveys	39,110
Special Projects	7,000
Total	$288,099

LICENSES, PERMITS, ETC.:

Under 27 MRSA 374 any party wishing to excavate an archaeological site listed on the National Register of Historic Places which is state-owned or, if not state-owned, is subject to a preservation agreement between the landowner and the Maine Historic Preservation Commission, must apply in writing for an Excavation Permit to the Director of the Maine Historic Preservation Commission. If such a permit is granted, it must be co-signed by the Director of the Maine Historic Preservation Commission, the Director of the State Museum, and (if involving a state-owned site) the Director of the agency with primary jurisdiction. If a site which is not state-owned is involved, permission to excavate in writing from the landowner must accompany the permit application.

PUBLICATIONS:

The following booklets are part of a continuing series documenting Maine's historic, architectural and archaeological heritage. Sponsored by the Maine Historic Preservation Commission, each study may be ordered free of charge on a one per person basis by writing to the Maine Historic Preservation Commission, 55 Capitol Street, Augusta, Maine 04333.

Beard, Frank A., *200 Years of Maine Houses: A Guide for the House Watcher* (1981)
Hunt, H. Draper and Clancy, Gregory K., *The Blaine House, A Brief History and Guide* (1983).
Shettleworth, Earle G., Jr. and Beard, Frank A., *A Guide to the Maine State House* (1981).

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORIC PRESERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	195,017	96,909			98,108	
Health Benefits	12,242	5,086			7,156	
Retirement	34,619	17,964			16,655	
Other Fringe Benefits	867	487			380	
Other Contractual Service	88,384	9,281	27,089		52,014	
Rents	2,169		825		1,344	
Commodities	23,391	4,213	896		18,282	
Grants—Subsidies—Pensions	46,292	3,837			42,455	
Equipment	379	379				
Transfers to Other Funds	12,188		1,219		10,969	
TOTAL EXPENDITURES	415,548	138,156	30,029		247,363	

BUREAU OF INSTRUCTION

WILLIAM H. RICHARDS, Ed.D., ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-5918
Mail Address: State House Sta. #23, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 0711; *Citation:* 20A M.R.S.A., Sect. 202

PURPOSE: The Bureau of Instruction has the responsibility for providing program direction for six divisions which deal with: curriculum development, direction, evaluation, and other topics related to the education of Maine students in grades kindergarten through grade 12; the development and application of teacher education program approval standards; certification, recertification, and placement functions associated with educational personnel; certification procedures involved with the approval of degree-granting institutions; the delivery of alcohol and other drug education and prevention services to Maine's educational system; and implementation and administration of Title 20-A, M.R.S.A., Subpart 1, and assistance with Special Education provisions of the School Finance Act; administration of federal funds for exceptional children under the Education of All Handicapped Children Act of 1975, and P.L. 89-313, Title I, ESEA, Education of the Handicapped; an annual assessment of student achievement in Maine schools for grades 4, 8, and 11 in the subject areas of reading, writing and mathematics. Additionally, administrative responsibility is assumed for activities conducted under Chapter I of the Education Consolidation Improvement Act of 1981 and the Maine Migrant Education Program. This Bureau also has the responsibility for the Instructional Support Group Program and the Teacher Career Development Project.

ORGANIZATION: The Bureau of Instruction has had a long history of operation within the Department of Educational and Cultural Services. It was once formed and operated during the 1950's and early 60's as the Division of Instruction. Following a mandate by the legislature in 1971 to reorganize state government, the Division of Instruction was re-formed as the Bureau of Instruction. It includes all classroom emphases except for vocational education, and is administered by an associate commissioner.

The following information gives a detailed description of the work performed by each of the divisions and units in this bureau.

PROGRAM:

Division of Curriculum. The Division provides leadership, technical assistance and regulatory services to school administrative units in Maine. Leadership and technical assistance includes the development and dissemination of information in subject areas through meetings, visitations, publications and correspondence. In addition, the Division administers and integrates federal programs such as bilingual education and publishes policy and position papers on current educational practices. Division personnel serve as resources for educators and community people in such areas as interpreting regulations, resolving problems and locating resources.

The Division is responsible for school approval. Although this process is regulatory, it has leadership elements. Because school improvement planning is an integral part of school approval, division consultants provide local units with current effective schools research and practices. This leadership function is critical as DECS implements the Educational Reform Act of 1984. A major component of the school approval process is the site review process conducted by consultant teams. Every elementary and secondary school must be visited on a one and five year cycle to determine if school approval standards are in place. Along with school approval, the Division is also responsible for administering accreditation and inspection visitations. Through these programs, school administrative units are able to improve educational practices and services for students.

Specific Division Program Functions are as follows:

School Improvement Plans. All of Maine's public schools have submitted a school improvement plan. The plans are based on a comprehensive needs assessment, and specify goals and objectives, activities, and evaluative criteria. The plans have been presented to local citizens and were accepted by the local boards before being submitted to the Department. All schools will submit an update of their School Improvement Plan by September 30, 1987.

Accreditation. Accreditation is used as a measure of quality and a focus for future planning. The process involves a year-long self-study by teachers, students, and community members, and an on-site visit by a committee of outside educators. The visiting committee makes recommendations for program improvement based upon findings of the self-evaluation and a review of all programs and services. The Division of Curriculum is presently in the process of reviewing its accreditation standards and procedures. Pilot testing of the materials and processes will be completed in the fall of 1987.

Innovative Educational Grants. Innovative Educational Grants are available on a competitive basis to teachers, schools, and school systems to promote improved education. Classroom-based grants are awarded for grants submitted by individual teachers (maximum of $2,000) or groups of two or more teachers (maximum $5,000). School-based grants are awarded on a matching funds basis to individual schools (maximum $10,000) and to two or more schools or school systems (maximum $20,000). This program is administered by the Innovative Educational Grants Coordinator. Services provided by the Coordinator include technical assistance to grant recipients and consultation and training to those interested in developing a grant proposal.

School Health Services. A school nurse consultant responds to requests from school administrators and school nurses, orients new nurses, presents workshops, prepares materials for use by nurses, assists school officials and school boards in understanding the role of the school nurse, promotes school health programs, prepares and distributes a school health manual and publishes a newsletter for school nurses.

Guidance, Counseling, and Testing. This office is responsible for the administration of guidance and counseling. Leadership, service, and regulatory functions include information and assistance provided to counselors, administrators, teachers, students, citizens, legislators, and allied agencies in the broad area of guidance, counseling, and testing programs; student records; suspension and expulsion; issues of privacy, student rights and responsibilities; career and vocational education guidance; child abuse and neglect; right-to-know legislation; and protection of pupil rights.

Bilingual Education, Refugee Assistance and National Origin Desegregation. This office provides workshops and technical assistance to local schools, K-12. It has been active in developing equitable programs and planning for all linguistic minority children throughout Maine, generally in the form of training and materials in English as a Second Language and bilingual education.

The Title VII coordinator has been the department liaison with Washington for basic, demonstration, and training projects in bilingual education. Five project sites now exist in Maine for these languages: Vietnamese, Lao, Khmer, Passamaquoddy, Maliseet, Dari, and Philipino. The coordinator has been responsible for the development of bilingual and special language programs funded under ESEA Title VII and the Transition Program for Refugee Children. Detailed state plans for each of three federal programs identified above are on file and readily available for review.

The Department awards sub-grants to local educational agencies in accordance with the rules and regulations governing the Transition Program for Refugee Children. The department has monitored recipient sites serving eligible refugee children. The department also has provided technical assistance to local schools, and appropriate leadership materials enabling them to serve refugee children. The numbers of immigrant children have increased in recent years; so have DECS technical assistance services.

Newspapers in Education. The Newspaper in Education (NIE) Program is administered by the Division of Curriculum, although it is funded totally by the Maine Daily Newspaper Publishers Association. The program assists Maine schools using the newspaper as an educational resource. The consultant conducts parent-teacher organization presentations, selected classroom visits, training seminars and workshops with educators from the primary to university graduate level Numerous materials, including a quarterly newsletter, describe newspaper-related activities which can be integrated into various curricula. All services and materials are available at no charge upon request. Additionally, a graduate-level Newspaper in Education course is offered each summer at the University of Maine. Through the program, daily newspapers are provided for classroom use at a discount price. Special student contests and NIE activities are highlighted in the newspapers during NIE Week, the first week in March. Because of the training and services provided through this program, several hundred students in the state are now learning through educational newspaper activities in a variety of subject areas.

Early Childhood. Funds were provided by the Legislature to be used for grants to local schools for the purpose of improving their early educational offerings in kindergarten through third grade. Fifteen projects were funded for a second year, and fourteen new programs began. Topics for projects ranged from establishing an ungraded primary program, to instituting transitional grades, to adding instructors in art programs and specific teacher training in early childhood development and curriculum. Other funds supported the second and final year of six new kindergartens. In addition, the two early elementary consultants in the division provided leadership and technical assistance to the field. Special projects included a statewide conference attended by over 400 people, a position paper on early elementary curriculum and initial work on a guide to screening programs. Workshops on grantwriting and curriculum-related topics were presented to the field.

Instructional Support Group. The Department contracts annually, outstanding educators from the field to provide school administrative units with technical assistance. The intent of the program is to correctly translate effective schools research into practice.

School Volunteer Programs. The state coordinator of school volunteer programs was hired permanently in November, 1986. The coordinator continues to offer regional training opportunities in five regions of the state, designed for both school staff and community members. Consultation is offered to school/community groups, teachers, administrators and school boards. An annual survey is conducted. In 1986, 300 schools or school districts had organized school volunteer programs. Approximately 20 districts employ paid part- or full-time volunteer coordinators. 15,500 people volunteer, contributing 450,000 hours of service. Sixty-nine percent of the volunteers are parents and about 75% of all volunteers provide direct services to students. The goals of the program are to develop new school volunteer programs, to help schools reorganize existing programs, and to stimulate local growth and innovation in meeting students' educational needs (through volunteer services).

Maine Studies Curriculum Project. The Maine Studies Curriculum Project continues to command the attention of educators throughout the state. The outcomes of this project will offer students an in-depth appreciation and knowledge about Maine's environment, government, economy, history, and future. Program K-12 is now available from the Down East Books, Camden, Maine 04843.

Content Areas:

Language Arts. Recent legislation approved two language arts consultants for the Division of Curriculum. The primary focus for these consultants is reading at the elementary level and writing at the secondary level. In addition, technical assistance will be provided to the field in such areas as critical thinking skills, listening and speaking skills, literature, vocabulary, handwriting, the conventions of the English language and grammar instruction.

Math. The mathematics consultant provides technical assistance to teachers and administrators, K-12, in mathematics content, in developing mathematics curriculum and systems developing appropriate Title II programs. There will be collaboration between colleges, math departments, schools, industry, professional mathematic organizations and the state mathematics consultant to promote a high standard of excellence in mathematics education in Maine.

Social Studies. The Division of Curriculum has worked with school systems in designing, clarifying or implementing social studies curriculum projects. A Social Studies Consultant is available to provide leadership and technical assistance.

Science. The science consultant works with teachers and administrators on the design and enhancement of curriculum, safety in classrooms, laboratories, and on field trips, and provides leadership. Additionally, a federal grant program is administered with the math consultant, interdisciplinary studies are being undertaken with the social studies consultant, and technical assistance on science is provided to the field.

Foreign Languages. Assistance is provided to teachers and school administrators in the areas of foreign language curriculum and instruction, including the development of new programs and the improvement of existing programs. The foreign language consultant is available to provide leadership, direction, and current information concerning second language learning.

Fine Arts. Technical assistance in all curriculum areas of the arts is provided. Increased emphasis is placed on fulfilling the fine arts requirement at the secondary level and strengthening fine arts programs, K-12, in all schools.

Health Education. Through a collaborative effort with the Maine Department of Human Services, the Maine Department of Educational and Cultural Services now has two health education consultants and a family life consultant in the Division of Curriculum. These consultants promote health education and provide services in curriculum development, teacher consultation, teacher resources, health promotion, and in-service training. A health education newsletter is published three times a year. The health education office also coordinates the Maine Coastal Wellness Conference.

Computer Education. A ½ time consultant works with administrators, teachers, parents and students in developing ways to use microcomputer technology in the curriculum. Services provided are software/hardware consultation, inservice training with computer applications, curriculum development assistance, and a software/hardware preview center. A quarterly newsletter is available free to all Maine educators which relates information about trends, exemplary programs and services available from the Preview Center. These services include public domain software duplication, distributed publications, research materials and a lending library of computer resource books. Over 500 software titles can be previewed on the premises or reviewed during an on-the-road show requested by a school district.

The Division provides a number of additional functions as well. The Division works closely with other departments including the Divisions of Special Education, Vocational Education and Assessment. Programs such as home instruction, alternative education, private school approval, and EESA Title II, a federal grant program designed for training math and science teachers, are the responsibility of the Division of Curriculum.

Division of Alcohol and Drug Education Services (Carl Mowatt, Director). This division serves the public schools of Maine in alcohol and other drug abuse prevention and education efforts. The division's position is that schools can be one of the most effective segments of a comprehensive school/community approach for impacting every aspect of local alcohol and other drug use, abuse, and dependency problems.

The division addresses alcohol and other drug dependency as a primary, progressive, chronic, and fatal disease. This basic premise is applied to three distinct populations of school students and adults: (1) the experimenter, user, and dependent population; (2) the affected population (those who come from a family withere there are or have been problems associated with alcohol or other drug abuse); and (3) the non-user, non-affected population.

The Division provides purpose, leadership, clear direction, and support for schools and communities regarding the development of comprehensive alcohol and other drug abuse prevention programs. These comprehensive programs encompass all three populations and provide specific policy, programs, and services for each. The program model calls for the formation and training of core school/community teams. These fifteen member teams include superintendents, principals, guidance counselors, school board members, teachers, school nurses, students, parents, law enforcement officers, clergy, town government officials, media representatives, and alcohol/drug treatment personnel. This broad-based group representing key community interests is the best source of knowledge about local issues. At week-long team development institutes and three-day follow-up conferences, team members learn about the disease of chemical dependency; how chemical abuse impacts families, schools, and communities; how to work together as a team; and how to implement comprehensive prevention and education programs and services in their schools and communities. Each local team goes through a generic planning process which helps to identify "where its schools and communities are" in relation to dealing with alcohol and other drug issues. The division then provides continuous leadership and direction through consultation and material resource assistance to help the team move through its action plan toward "where it wants to be." This systematic approach allows local control over program efforts and is a prime motivator for teams to comprehensively deal with their school and community alcohol and other drug problems. A Program Review and Comment Committee comprised of educational and community leaders provides advice and guidance on the division's program direction.

In-Service Education: The division conducts two-day in-service workshops on the disease of chemical dependency and on the elements of a comprehensive school program for all employees of school systems that have contracted with the division for team training. It also provides opportunities for advanced training for key professional groups within the school system.

Curriculum Development: The division develops, field tests, evaluates, and disseminates primary prevention curriculum programs and resource materials for use in elementary and secondary schools.

Technical Assistance: Technical assistance in implementing alcohol and other drug education programs is available to all school personnel in Maine. With the passage of P & S 1985, c. 134, field offices were established in Presque Isle and Machias. The consultants based in those offices provide direct on-site assistance to schools in Aroostook, Washington, Hancock, Northern Penobscot, and Northern Piscataquis Counties. Most of the assistance provided by the division is requested by individuals or groups associated with the team development program. The division provides technical assistance to school/community teams in team development, school board and community awareness presentations, alcohol and other drug policy development, support group development, peer helper program development, student awareness presentations, curriculum implementation, and selection and utilization of print and audiovisual resources.

Resource Services: The division's resource services are available to all school systems and community groups in Maine. The audio-visual library contains the largest collection in New England. Over 650 videocassettes and films are available for use without charge to schools, hospitals, treatment facilities, law enforcement agencies, churches, businesses, civil groups, and community organizations who use them in their prevention, education, and treatment programs. The library circulates approximately 500 films per month. The division maintains an inventory of pamphlets and books available for loan and/or distribution to schools state-wide. These materials and related consultation on their appropriate use are provided to complement prevention and education programs in elementary, junior high, senior high, and post-secondary schools.

Special Projects: The division sponsors state-wide prevention activities. Project Holiday aims to reduce the incidence of operating under the influence during the Christmas and New Year holidays. Project Graduation aims to prevent alcohol and other drug related highway fatalities during commencement season through the promotion of chemical-free graduation activities. This project became a national model in 1983 and was the subject of a national convention in 1984. It received the Secretary's Award for Excellence as a Community Health Program and a Community Health Promotion Award from the Department of Health and Human Services. In 1987, chemical-free commencement activities planned by students, parents, and school personnel were held for 139 or 95 percent of the graduating classes in 147 high schools surveyed in Maine. Approximately 43 other states had Project Graduation sites this year. A state-wide coordinator has been named for the project in 19 of those states.

Special Initiatives: The division establishes inter- and intra-departmental task forces, as needed, to develop recommendations related to identified chemical dependency issues. A school/treatment task force developed guidelines by which communication and coordination between schools and service providers can be enhanced. A certification task force has recommended Department of Educational and Cultural Services certification for school chemical health coordinators. A chemical dependency and special education task force developed recommendations for the department on how to increase the ability of special educators to deal with chemical dependency issues. A coaches initiative task force developed guidelines and an educational model for assisting coaches and athletic directors to deal with alcohol and other drug issues. A Task Force on Affected Children has made recommendations on how to better meet the educational needs of those children.

Interdepartmental Cooperation: The division works jointly with staff members from the Department of Corrections, Human Services, and Mental Health and Mental Retardation in planning and assessing alcohol and other drug abuse prevention, education, and treatment services in Maine. Public Law 1981, Chapter 454, known as the Alcoholism Prevention, Education, Treatment, and Research Fund enacted by the 110th Maine Legislature, has greatly enhanced the division's capability to serve the schools of Maine in their prevention, education, and awareness efforts. The Bureau of Safety in the Department of Public Safety provides partial funding for the division's Alcohol, Other Drugs, and Highway Safety Program and cooperates with the division in promoting or sponsoring special projects related to highway safety.

Federal Initiatives: The division is administering the Drug Free Schools and Communities Act of 1986 for Maine. This includes formula grants for school administrative units to use toward comprehensive program implementation, and the Governor's discretionary funds for grants funding community prevention programs and programs for high risk youth.

Traditionally, alcohol and other drug issues have been dichotomized by federal and state agencies. The focus has been separated by targeting adults who use alcohol versus dealing with other drugs by targeting teens through the schools. The division helps local teams recognize the reality that adults, as well as teens, use alcohol and other drugs. Local programs must address these combined issues and problems through the school and community to have a positive impact.

The division recognizes that the abuse of alcohol and other drugs creates a barrier which inhibits academic and social achievement in schools. Students and employees who are using, abusing, or dependent upon alcohol and other drugs cannot function normally and achieve their full potential. Additionally, home environment influences the capacity to learn, to teach, and to provide school leadership. There is a definite negative impact on all indivduals who come from homes where there are alcohol or other drug abuse problems, particularly school-age children. As a school and community establishes strategies for dealing with alcohol and other drug abuse issues, a forum is created whereby the respective responsibilities of students, teachers, administrators, and parents can be discussed and mutually agreed upon. In that process, the legitimate role of non-school, social service and other community agencies can be negotiated and liaison agreements developed. As schools learn how to better manage problems associated with alcohol and other drug related issues, the potential for excellence in schools increases proportionately.

The philosophy and direction for helping Maine schools deal with alcohol and other drug issues has been set and must be maintained. The Division of Alcohol and Drug Education Services provides a model of continuity and consistency for the schools and communities of Maine. The division has trained 87 school/community teams representing 96 local school units, 477 school buildings and 270 cities and towns state-wide. An additional 30 sites are being prepared for involvement in future team development institutes. The school/community approach utilized by the division has resulted in the development of liaisons and working relationships between schools and families, treatment facilities, law enforcement agencies, social service agencies, and other community businesses and organizations. The division provides ongoing state-wide leadership, coordination, training, consultation, and program resource services. This ensures that schools and communities have the support to successfully accomplish their short- and long-term goals in prevention and education programs.

Division of Special Education is responsible for the implementation and administration of Title 20-A, MRSA, Part 4, Subpart 1, "Special Education" and assistance with Special Education provisions of the School Finance Act. It is also responsible for the administration of federal funds for exceptional children under the Education for All Handicapped Children Act of 1975, as amended, and P.L. 89-313, Title I, ESEA, Education of the Handicapped. The Department has general supervisory responsibility for the educational programming of all exceptional students residing within the state.

Federal Programs: In FY 86 ninety-five individual and forty consolidated local entitlement applications submitted by school administrative units were approved for a total expenditure of $5,298,228 of the P.L. 94-142 State Grant Award. 34.9% of these funds went to special education teachers salaries. Discretionary grants were awarded to school administrative units in the amount of $203,785.00. Priorities for the discretionary grants were recommended by the Maine Advisory Panel on the Education of Exceptional Children.

Twenty-six thousand and fifty-six handicapped students were provided Special Education and Related Services in 1985-86. This represents 12.39 percent of the total estimated 5-17 school age population of Maine.

The majority of handicapped students served were 9,715 learning disabled students. This represents 37.29 percent of all handicapped served or 4.62 percent of Maine's 5-17 school aged population. Three thousand, seven hundred and nine or 1.76 percent of 5-17 school aged population were identified as having emotional problems.

Sixteen thousand, nine hundred sixty-nine special education students were educated in Resource Rooms, 2,570 in composite classrooms, 322 in Regional Day Programs, 1,237 in hospital or home instruction and the remaining students were educated in private or institutional programs, other alternative or tutorial programs.

There were a total of 1,380 handicapped individuals during FY 86 who were receiving services with funds from P.L. 89-313. Of the 1,380, 672 (49%) individuals were 13-17 years old, 395 (29%) were 6-12 years of age, 254 (18%) were 18-21 years of age, 58 (4%) were 3-5 years of age.

Three hundred eighty-four (28% of the total) of the handicapped students were identified as emotionally disturbed; 174 (13%) severe and profoundly handicapped; 462 (33%) trainable mentally retarded (TMR); 46 (3%) learning disabled; 18 (1%) speech impaired; and 70 (5%) other health impaired. The classifications of educable mentally retarded (EMR); orthopedically impaired, visually impaired, deaf-blind, deaf, and hard of hearing accounted for the remaining 17% of the total population surveyed (1,380 individuals).

There were 61 teachers, 56 teacher aides, and 37 other personnel (total of 154 individuals) who were paid with funds from these projects.

CSPD (Comprehensive System for Personnel Development): Personnel development activities focused on needs identified by a number of legislatively initiated reports including areas such as learning disabilities, transition, and special education teacher retention and recruitment. With the assistance of an Instructional Support Group consultant, the Division implemented services to assist conditionally certified teachers. Another major activity included the initiation in three regions of a special education teacher support network program. In addition to providing training in specific areas, this system allowed teachers to develop plans for providing assistance to each other.

The Division sponsors a Task Force on Adaptive Physical Education which conducted a specific workshop on Physical Activity for the Handicapped with over 50 physical educators and other related personnel participating. In cooperation with the State of Vermont and the University of Vermont, a Summer Institute on Physical Activity for Persons with Varying Abilities was held with over 120 individuals attending. A two year plan to conduct inservice on adaptive physical education techniques has been implemented with the assistance of the University of Maine.

Staff development programs to assist with transition activities included a conference on Strategies for Educating the Exceptional Student at the Secondary Level which was attended by over 300 special and regular educators, administrators, vocational educators and rehabilitation personnel. In conjunction with the Institute on Social Rehabilitation at Assumption College in Massachusetts, the Division sponsored training sessions on vocational evaluations

The focus on staff development related to learning disabilities included regional training on assessment of exceptional students and training of teams from school units throughout Maine on the nationally recognized Teacher Assistance Team model designed to provide regular educators alternatives prior to referring students to special education.

In cooperation with the Maine Association of Directors of Services for Exceptional Children, planning was completed for a project to assist with the preparation of paraprofessional personnel.

Interdepartmental Activities: The Division works closely in a number of interdepartmental efforts and committees, and has participated on a number of Interdepartmental Task Forces or Committees over the past year. Major areas of coordination through the Interdepartmental Committee (which consists of the Commissioners of Corrections, Mental Health and Mental Retardation, Human Services, and Educational and Cultural Services) have continued to be: 1) Revision of fiscal management system including rate-setting, contract development, fiscal reporting, billing process and audit capacity, leading towards regulations and policy manual governing above; 2) Program development through interdepartmental consultation, joint program review capability; 3) Development of a system for joint evaluation of program effectiveness and system development needs; and 4) Management of the preschool coordinated delivery system. Additional efforts this year have included ongoing data collection and priority service development recommendations for children and adolescents requiring out of home care, a needs assessment of clients of the juvenile justice system, and completion of first phase of recommendations for implementation of the State Agency Client Bill.

One meeting was held for regional contact people involved in implementing the Joint Regulations between the Division of Special Education and the Bureau of Mental Retardation, Department of Mental Health and Mental Retardation. In addition, the Bureau of Division Directors and responsible staff people met regularly throughout the year, to monitor implementation, and to resolve problems and issues which arose around students who were mutual clients of the two agencies.

Interagency Coordination: The Division continues to be involved with the Bureau of Vocational Education. The two agencies jointly continued in-service training for special educators and vocational educators. A representative from special education is assigned to conduct reviews of the vocational centers and regions, as well as involve the Methods of Administration Team which review state regulations. The Division, with the State Cooperative Team, is reviewing the Cooperative Agreement. The Division has participated on a committee with Vocational Education to look at assessment issues and certification issues.

The Bureau of Rehabilitation in the Department of Human Services and the Division of Special Education continue to cooperate and have jointly funded staff development activities.

The Division of Special Education continues to provide 50% of the support for the Facilitator in the Bureau of Vocational Education. The cooperative agreement team continues to meet on a regular basis for the purpose of facilitating cooperation and increased utilization of Vocational Education in Rehabilitation services for the handicapped. The Cooperative Agreement

Team has expanded its composition to include the Bureau of Mental Retardation.

Program Review and Technical Assistance: During the 1982-83 school year, division staff developed and field tested procedures for a second cycle of LEA monitoring. Based upon Federal expectations, the division projected a three year period covering the school years 1983-84 through 1985-86 in which to complete this second cycle of compliance monitoring. Because of staff shortages, five LEA's had not been monitored at the end of this three year period.

The U.S. Department of Education, Special Education Programs, has agreed to allow special education monitoring to return to a five year cycle. The intent is to synchronize special education monitoring with the new monitoring procedures to be developed by the Division of Curriculum.

The special education monitoring process will continue to use a two-part monitoring packet to be completed by LEA staff and returned to the division before a site visit. A parent questionnaire is also sent to a random sampling of district parents with children in special education programs. The returned data are reviewed along with certification records and other data available in the Department. Based upon the review of this data, a Letter of Concerns is sent to the superintendent of the unit(s) being reviewed.

A site visit of at least two days is then conducted by a Program Review Team consisting of a division staff member and at least one professional from a school district or university training program. During the site visit, a meeting is held with administrators to discuss issues raised in the Letter of Concerns. Other components of the site visit include interviews with district staff and auditing of student records. Finally, an oral presentation highlighting the Review Team's findings is presented by the Team. The Division Team Leader then prepares a Letter of Findings which is sent to the superintendent. After the superintendent has had an opportunity to study the Letter of Findings, an appointment is made by the division staff member to meet and develop a corrective action plan containing completion dates. Progress toward completion of the action plan is monitored and upon expiration of the plan the division staff member coordinating the school unit's monitoring process conducts a site visit to assure that all required corrective actions have been satisfactorily completed.

Recent changes in Maine educational legislation require school approval site review to be conducted on a five-year cycle. It is our intention, to schedule Program Review with school approval activities. Site visitation will not be simultaneous, but when possible, will be scheduled in the same year.

Reviews, including on site team visits, were conducted in 5 special purpose private schools for exceptional students. Monitoring visits to the Governor Baxter School for the Deaf and Unorganized Territory Education were also conducted. A division consultant has continued to provide monitoring and technical assistance to the Maine Youth Center to assure their compliance with Special Education Regulations, both State and Federal. Division staff provided periodic technical assistance to a number of those systems completing Self-Evaluation. The Division continues to cooperate with the Division of Curriculum in the self-evaluation process.

Technology in Special Education: The Division of Special Education applied to, and was chosen as a site for the National Assistance Project in Special Education Technology (NAPSET) during the 84-85 year. NAPSET provided planning assistance to a State Planning Team comprised of special education directors (2), special education teachers (2), a regular classroom teacher, a computer coordinator, a school board member, a vocational rehabilitation representative, a MDECS microcomputer consultant and a special education information specialist. The Planning Team developed and disseminated a special education technology planning guide for use by local school districts within Maine.

Preschool: P.L. 94-142 Preschool incentive grant and Part B funds were utilized to fund preschool discretionary grant programs in the public schools. With the passage of legislation permitting the use of state subsidy for preschool handicapped programs the foundation has been laid for the expanded development of such programs.

Preschool Incentive Grant funds were also used to fund a statewide training network for parents and professionals involved with young handicapped children.

Maine's strengths, some future directions, and identification of barriers to progress identifying the Efficacy Study have been isolated by the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC) with an Action Plan for our total, 0-5 early intervention system being implemented.

The "Interdepartmental Preschool Standards for 3-5 year old Handicapped and At Risk Infants and Preschoolers" were field tested at 9 locations. In addition to pursuing A.P.A., a

"Technical Assistance Guide" has been developed and is in final draft stages for dissemination in September, 1987. These documents clearly represent the path for the future of early intervention in Maine, and represents the thoughts and intentions for "best practices" by those most familiar with the field itself.

The system to provide a solid and accurate data base, which encompasses both services and programs for children, as well as serving a manageable system for statistical analysis, has been implemented at all 16 locations. The abilities of these sites to record and report data on an up-to-date and accurate fashion provides DECS with that essential information necessary to plan and implement improvements.

The activities of the interdepartmental system to "move downward" into intervention and prevention activities found some of the SIG's activities focused on involvement of the pilot site models in Maine for identification at birth of existing or potential problems and referral to existing community services and support networks.

Other generic efforts included the activities pursuant to P.L. 99-457 with application under Titles I and II to the U.S. Department of Education for FY 87-88 to continue program planning and development for special needs children from birth to age five.

Gifted and Talented Programs: The 112th Legislature passed legislation that requires all school administrative units to establish comprehensive educational programs for gifted and talented children in grades K-12 by 1991-1992. It is intended that programs be phased in over a five year period and include services for intellectually and artistically gifted and talented students.

During the 1986-1987 school year a variety of State-level initiatives were carried out to support the intent of the legislation and to develop the capacity of local school units to meet the requirements of this mandate in a timely and effective manner. Chapter 104, the rules governing Educational Programs for Gifted and Talented Children, were submitted to the A.P.A. process and received final approval. The rules are effective July 1, 1987. A process to conduct needs assessments and to develop phase-in plans at the local level was developed. By October 31, 1987, each school administrative unit shall submit a five-year plan for the implementation of programs in the schools of the unit. In addition, a revised application process for Program Approval and Approval for Subsidy was developed to be implemented in the fall of 1987.

The State Consultant, in collaboration with the faculty at the University of Maine, the University of Southern Maine and the Maine Educators of the Gifted and Talented, carried out a wide range of training activities and technical assistance efforts for school unit teams. About 40-50 teams participated in two-day program planning institutes, and teams from 20 school units participated in the Intensive K-8 Sequenced Team Training Program. A coordinated network of information and services is in place to assist schools to implement the enlarged initiatives for gifted and talented programs.

The 1986-1987 school year showed continued growth in interest and implementation of gifted and talented education throughout the state as educators became more aware of the legislation which builds the costs of these programs into the School Finance Act under Special Education. In the past year there were requests totaling $3,841,724.84 for subsidy of gifted and talented programs. Presently 89 school units have subsidized programs in operation in their schools with 2 regional programs incorporating 11 school units. In all, about 100 schools now have some form of gifted and talented education.

This year $50,000 was available for State Competitive Grants. Twenty-three school units were awarded funds to support one-year planning and development projects with broad-based impact to build the unit's capacity to establish gifted and talented programs. Also this year a gifted and talented program site review and approval process was developed and piloted within the Department's Basic School Approval effort.

The Maine Summer Humanities Program was held for the 8th year. Sixty high school juniors were selected from a field of about 300 applicants through a written application process. This State leadership activity is an intensive, academic program designed to immerse students in the disciplines and intellectual approaches of the humanities. Students major in one of six rigorous and challenging seminars taught by outstanding college and university faculty chosen from Maine and around the country. The courses include history, linguistics, philosophy, literature, literary analysis, and art history and appreciation. Students read extensively, write and discuss in their chosen disciplines. While there are not tests or grades given, the program is designed to be a substantial and invigorating academic experience. In addition to concentrating in the study of one discipline, students meet with visiting scholars, artists, writers, public policy makers and others to become familiar with the methods, content and viewpoints of their fields. Students are also exposed to a wide range of cultural and academic experiences by attending lectures, concerts, films, and plays.

A parallel program for artistically gifted and talented high school sophomores and juniors was also offered. The Maine Summer Arts Program was held for the fourth time this year. Seventy students from around the state, chosen through statewide auditions, participated in a two-week, intensive study of the arts. Classes were held in two-dimensional and three-dimensional art, sculpture, dance, theater, and creative writing. Classes were taught by Maine artists. Each student majored in one class and had opportunities to investigate each of the other fields. Speakers, films, and concerts were offered in the evening.

The ninth annual Summer Training Institute in Education of the Gifted and Talented for educators of the gifted was held at Bowdoin College. Included were programs for Elementary/Secondary training and advanced programs for teachers who have had experience with gifted education. Over 100 educators and administrators attended this session.

Division of Compensatory Education (Chapter I ECIA). Chapter I of the Education Consolidation and Improvement Act replaces Federal Title 1 of the Elementary and Secondary Education Act. The division operates approximately 200 local school administrative unit basic grant projects statewide (totaling more than 15 million dollars). The division has responsibility for approval, program compliance, performance, and evaluation of Chapter I ECIA activities as set forth in Public Law 97-35 and its amendments. The division further administers more than 80 project operations of the Maine Migrant Education Unit serving children of parents who must continually move to seek temporary or seasonal employment in agriculture, fishing, or wood harvesting. The division assists other state agencies in provision of free public education to children in institutions for the neglected or delinquent, or those in adult correctional centers. All services available through Chapter I funding must be designed to supplement existing school programs in the basic skill area of reading, language arts and mathematics.

Division services include: issuance of legal opinions and interpretations of Federal Laws and regulations for state and local school administrative units operating Chapter I ECIA Projects; investigation of specific allegations of misuse of Chapter I ECIA funds under appropriate statutes, and enforcement of compliance with applicable Federal and State rules, regulations, and guidelines; technical assistance through annual program review visitations to more than 80 percent of the 280 contracts in local school administrative units each year; development and coordination of inservice training for Chapter I ECIA administrators, teachers, assistants, aides, and parents on an annual basis at several statewide sites to up-grade and strengthen programs in the major basic skill areas of reading, language arts, and math; close liaison with other federal, state, local and private agencies and organizations making local units aware of nationally validated programs that can be implemented locally to increase the effectiveness of remedial reading and mathematics projects; responsibility for the compilation, analysis and preparation of statewide evaluation in the basic competency skills of reading and math and provision of evaluation workshops and individual visitations through a close working cooperative effort with the Northeast Regional Technical Assistance Center located in Hampton, New Hampshire.

In response to teacher and parent demand, the Chapter I Calendar of Skills for grades K through 6 was reprinted for the 1986-87 school year. The calendars will again be available for distribution to local Chapter I Projects statewide. They are primarily designed for parents to use at home with their children.

Division of Certification, Teacher Education and Placement. The primary responsibility of the certification division is to license educational personnel to be employed in Maine's schools. Both initial teaching certificates and renewal certificates are issued to applicants who have met requirements established by the State Board of Education. Individuals may also receive guidance and assistance in planning various routes to obtain necessary requirements for certification. The division also serves as advisor to the Commissioner and State Board in matters dealing with preparation of teachers at approved teacher training institutions both in Maine and nationwide. In addition, the division works with local school units in providing local inservice programs for staff development.

The placement section provides a service to both superintendents and prospective teachers. The placement officer refers teachers to school systems having openings as well as providing lists of qualified candidates directly to superintendents.

LICENSES, PERMITS, ETC.:

All educational personnel working in Maine's schools, K-12, are required to hold one or more of the following certificates:

1 year conditional
5 year provisional
10 year professional
2 year provisional "B" (vocational)

PUBLICATIONS:

Credentials and Review Standards and Procedures for the Certification of Educational Personnel and Approval of Auxiliary School Personnel — no fee
Certification — Questions and Answers — no fee
Chemical Dependency Prevention and Education Audiovisual Catalog—no fee
Guidelines for Setting up Support Groups in the School—no fee
Guidelines for Planning and Conducting Student Awareness Programs—no fee
Alcohol, Other Drugs and Highway Safety Curriculum Materials Report—no fee
Project Graduation Reports—no fee
Maine Education Assessment: State Summary Report — Published Annually
Professional Development Activities as Routes to Recertification — no fee

The following publications are offered by the Division of Curriculum at no cost:

Chapter 125 — School Approval Standards
Chapter 127 — Curriculum and Graduation Standards
Maine Emphasis (the magazine of the Division of Curriculum)
A Framework for Curriculum Design: People, Process and Product
Innovative Educational Projects: Case Studies Booklet
Rights and Responsibilities: A Guide for Students, Parents, School Administrators
Home School Equivalent Instruction Guidelines
Building a Successful School Volunteer Program

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INSTRUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,245,075	1,110,857	371,501		762,717	
Health Benefits	117,736	55,327	20,109		42,300	
Retirement	382,477	188,349	63,150		130,978	
Other Fringe Benefits	10,740	5,138	2,065		3,537	
Computer Services—State	313	171	2		140	
Other Contractual Service	2,567,530	1,586,690	337,324		643,516	
Rents	38,493	7,877	3,107		27,509	
Commodities	118,050	32,790	63,509		21,751	
Grants—Subsidies—Pensions	24,980,243	2,267,301	42,094		22,670,848	
Equipment	37,316	9,869	19,385		8,062	
Interest—Debt Retirement	2				2	
Transfers to Other Funds	75,889		25,246		50,643	
TOTAL EXPENDITURES	30,573,864	5,264,369	947,492		24,362,003	

MAINE STATE LIBRARY BUREAU

J. GARY NICHOLS, STATE LIBRARIAN

Incoming WATS: 1-800-452-8793; 1-800-452-3561; 1-800-762-7106
Central Office: Cultural Bldg., Augusta; *Floor:* 1, 2 & 3 *Telephone:* 289-3561
Mail Address: Statehouse Station #64, Augusta, Maine 04333
Established: 1837 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 075; *Citation:* 20A M.R.S.A., Sect. 202
Average Count—All Positions: 64 *Legislative Count:* 64.5
Organizational Units:
Reference and Information Division
Library Development Services Division

PURPOSE: The broad goal is consistent with the Library Services and Construction Act and the major functions of the Maine State Library Bureau. This broad goal was developed jointly by the Maine State Library staff, the Maine Library Commission/Library Services and Construction Act Advisory Council, the Maine Library Association, the Maine Educational Media Association and the Maine Library Trustees Association.

This broad goal is as follows: the development and coordination of services and resources of all types of libraries/media centers in order to achieve equalization of access to total library resources for all Maine people.

ORGANIZATION: The Maine State Library is a bureau within the Department of Educational and Cultural Services.

During FY 87 the Maine State Library included the two major divisions of Reference and Information and Library Development.

PROGRAM: SPECIAL NOTE: FY 87 was an unusual year. On April 23, 1986 the Maine State Library was notified that two thirds of the building would be closed due to asbestos contamination. Activities affected included lending services, reference services, genealogy services, government documents and special services (including Books-By-Mail). Except for limited genealogy services, all the above mentioned activities remained suspended throughout FY 87. It is anticipated that these services will resume in the fall of 1987. The program of the Maine State Library Bureau is reported by several components:

Reference and Information. This is a public service activity which maintains a non-fiction collection of over 400,000 library items encompassing a wide variety of subject material to meet the needs of individuals, school, and public libraries and state agencies. This service is provided in person, by telephone, WATS and by mail. Special resources and services include a substantial genealogical collection, the Maine Author Collection, newspaper clipping files, the Governor Baxter papers, the Avery Collection of lumbering photographs, and federal and state documents. On an annual basis, this service circulates over 150,000 books, processes 50,000 in-house reference questions and mails over 13,000 books to school and public libraries. Technical Assistance and Library Information for Maine (TALIMAINE) links Maine with over 300 national and international computer-based data files on a wide variety of subjects. This division also includes Collection Services, which orders and prepares approximately 10,000 new items a year for circulation and is responsible for maintenance and preservation of the collection. Most materials are processed through computerized cataloging systems which produce catalog cards and offers access to holdings of many other libraries. Collection Services also provides over 50,000 sets of catalog cards for approximately 100 public libraries throughout Maine.

Library Development Division. This division provides leadership in the development and coordination of public libraries, school library media centers, regional library districts and area reference and resource centers to meet the library and information needs of the people of the State. Major activities include:

Maine Regional Library Systems. The Maine Regional Library System encourages all types of libraries—public, school, academic and special—to better serve their communities through cooperative efforts among themselves and the Maine State Library. Specific activities include the following: direct state aid to local public libraries; the support of area reference and resource centers which share their resources with nearly 300 libraries throughout Maine, back-up reference help, direct free access to major resource libraries and consultant services to library district councils and individual libraries. Maine libraries complete over 45,000 interlibrary loan transactions annually. This is one of the highest per capita rates in the country.

Handicapped Services. As one of 56 regional libraries in the Library of Congress National Library Service for the Blind and Physically Handicapped, the Maine State Library provides, either directly or through its five sub-regional libraries, recorded books and periodicals and equipment on which to play them to visually handicapped people. Over 140,000 talking books are circulated each year to nearly 3,000 registered borrowers. Other services to the handicapped included the circulation of 36,000 large print items and a reference service relating to all handicaps.

Institutional Library Services. The Maine State Library maintains a consultant service for Maine's nine correctional, mental health and special educational institutions to assist them in developing their library programs and to encourage and facilitate their cooperation with each other as well as with other libraries. The State Library further assists by awarding Federal grants based on, and designed to augment, the institutions' budgeted library programs.

Books-by-Mail Services. Books-By-Mail is a service provided for the approximately 220,000 Maine residents who live in small communities which do not have local libraries. This service is available to adults, juveniles, the housebound, handicapped and working people who may request books from their homes. Selections are made from annotated catalogs which are mailed to individual borrowers. Over 65,000 Books-by-Mail items are mailed annually to over 13,000 rural Maine residents.

Film Services. The Film Services section provides 16mm films to community groups, nursing homes and other institutions through their local public library. Film reference and consultant services are provided for the utilization of film and film programming throughout Maine. In cooperation with the New Hampshire and Vermont state libraries, 1,500 films are available for loan. These films circulate over 13,000 times a year and reach an audience of over 200,000.

Instructional Television. Television programs are acquired through this program and are broadcast over the Maine Public Broadcasting Network and WCBB for use in schools. In addition, schedules and teacher guides are supplied for the schools for each of the scheduled program series. In addition to the broadcast service, more than 21,000 Educational Video Services (EVS) programs are taped annually and distributed to more than 200 school systems and other agencies. Technical and consulting services on the purchase and utilization of television equipment are also available on request.

School Library/Media Services. Federal funds are distributed on a per capita basis to all public schools for the purchase of library and instructional materials and equipment. Workshops, technical services, and consulting services are made available on the utilization and development of libraries and media centers for all schools in Maine. This includes the review of new school library construction.

Information Exchange/Media Services. This service accesses state and national educational computer data bases for solving problems in classroom instruction, program development, proposal writing and other education topics.

PUBLICATIONS:

Downeast Libraries — $5.00

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the bureau of the Budget's PLA-BAC system.

MAINE STATE LIBRARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,093,556	1,064,634			28,922	
Health Benefits	59,523	56,854			2,669	
Retirement	187,014	182,104			4,910	
Other Fringe Benefits	4,166	4,068			98	
Other Contractual Service	400,754	327,768	530		72,456	
Rents	12,493	12,493				
Commodities	271,075	256,340	540		14,195	
Grants—Subsidies—Pensions	640,142	500,168	205		139,769	
Buildings and Improvement	60,168				60,168	
Equipment	14,295	1,486			12,809	
Transfers to Other Funds	345,739		113		345,626	
TOTAL EXPENDITURES	3,088,925	2,405,915	1,388		681,622	

MAINE LIBRARY COMMISSION

MICHAEL CYR, CHAIRMAN
J. GARY NICHOLS, Secretary

Incoming WATS: 1-800-452-8784
Central Office: Cultural Bldg., Augusta *Telephone:* 289-3561
Mail Address: Statehouse Station #64, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 082; *Citation:* 27 M.R.S.A., Sect. 111
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The main function of the Maine Library Commission is to give advice to and make recommendations to the State Librarian and the Commissioner of Educational and Cultural Services with regard to: the policies and operations of the Maine State Library and the State's library program including minimum standards of library service; the apportionment of state aid to libraries; the designation of library districts and their boundaries; the designation of area reference and resource centers; and the designation of research centers. The Commission also gives advice and makes recommendations with regard to the administration of federal funds.

ORGANIZATION: The Maine Library Commission, an important feature of the legislation creating the Maine Regional Library System, is broadly representative of the State's libraries and consists of a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each of the library districts and three representatives from the State at large of whom one is a representative of the disadvantaged. The directors of the area reference and resource centers are ex-officio members.

PROGRAM: The Maine Library Commission held 7 meetings during FY 87. Areas of special interest included the following: state aid to local library units; the sharing of resources among libraries; back-up reference services; direct free access to major resource libraries; and the closing of the Maine State Library due to asbestos contamination.

Other activities of note included the review and recommendations regarding the allocation of state and federal funds.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $3,359 and are, by administrative decision, included with those of the Maine State Library Bureau.

MANAGEMENT INFORMATION DIVISION

JAMES E. WATKINS, JR., DIRECTOR

Central Office: Education Bldg., Augusta *Telephone:* 289-5841
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071M; *Citation:* 20A M.R.S.A., Sect. 202

PURPOSE: This Division administers the School Finance Act and controls distribution of state subsidies for all school administrative units. Local school accounting and reporting systems are coordinated to provide the basis for State support of local education and accountability of the program.

The program of management information includes collection, control, processing, programming, production, and dissemination of financial and statistical data in support of most departmental programs (Teacher Certification, Nutrition, Scholarships, Special Education, Vocational Education, Local Staff Information, etc.) and Legislative, local, and public needs.

Services of the Division are extended to consultative and leadership functions relative to management information for local educational agencies and State agencies.

ORGANIZATION: The Division functions organizationally in two sections: School Finance and Accounting and Data Management.

PROGRAM: The Division's annual production goals were met with completion of all programs. In school finance, the actual distribution of 1986-87 school subsidies was processed and analyses and management information were prepared and distributed for the 1987-88 subsidy program and legislative actions.

The legislative program in school financing, including the submission of actual costs and the Commissioner's funding levels for the subsequent year was prepared in accordance with the School Finance Act of 1985, which became effective on July 1, 1985.

In addition block grants to local school administrative units were distributed to assist their units in complying with state suggested minimum teacher salary of $13,500. Administration of this block grant will continue in the 1987-88 year with increased state subsidies to assist in complying with the mandated minimum teacher salary of $15,500 to be effective in this fiscal year.

The data processing section's major tasks for the fiscal year were design and implementation of three systems designed to support the education reform mandates for (1) the Blaine House Scholarship program, (2) the Innovative Educational Grants program, and (3) the collection and reporting of proper data for the School Improvement Plan of each administrative unit.

PUBLICATIONS:

1. Maine Educational Directory
2. Maine Educational Staff
3. Maine Educational Facts
4. Maine School Statistics
5. Public Full-Time Staff Average Salaries
6. April First Census, Students Educated at Public Expense
7. Resident Per Pupil Operating Costs
8. School Finance Act of 1985
9. Elementary & Secondary Tuition Rates
10. State of Maine Accounting Handbook for Local School Systems

The publications listed above are distributed at no cost to recipients.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANAGEMENT INFORMATION DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	331,376	331,376				
Health Benefits	19,742	19,742				
Retirement	57,834	57,834				
Other Fringe Benefits	1,232	1,232				
Computer Services—State	77,653	77,653				
Other Contractual Service	51,324	51,324				
Rents	69,689	69,689				
Commodities	-5,845	-6,013			168	
Grants—Subsidies—Pensions	336,129,249	334,926,202	1,203,047			
Transfers to Other Funds	1,878,195	1,877,917			278	
TOTAL EXPENDITURES	338,610,449	337,406,956	1,203,047		446	

ADVISORY COMMITTEE ON MEDICAL EDUCATION

FRED A. DOUGLAS, DIRECTOR, HIGHER EDUCATION SERVICES

Central Office: 9 Weston St., Augusta; *Telephone:* 289-2183
Mail Address: Statehouse Sta. #119, Augusta, Maine 04333
Established: May 1978 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 093; *Citation:* 20A M.R.S.A., Sect. 11807
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE. The Advisory Committee on Medical Education advises the Commissioner of Educational and Cultural Services in the development of a plan for medical education in disciplines not available in the State of Maine. This plan is to include the development of a coordinated mechanism for the administration of the program, the projected number of student seats needed and projected costs in all professional health fields, recommendations for the future need of the professional health contract program, the development of sites for student clinical training, the percentage of the total amount expended for the purchase of the seats at the contract schools that will return with the student undertaking clinical education in Maine, development of incentives to practice in underserved areas and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

ORGANIZATION: The Advisory Committee on Medical Education consists of 15 members who shall be recommended by the Commissioner to the Joint Standing Committee on Education for its final approval. Members shall be appointed for a 2 year term. In the case of any vacancies or resignations, the Commissioner recommends names to the Joint Standing Committee on Education to fill the vacancies until the expiration of their terms. Membership of the Advisory Committee includes representatives from those health care agencies and associations, public and private, whose activities are relevant to the objectives of the plan, as determined by the Commissioner of Educational and Cultural Services.

PROGRAM: The Advisory Committee on Medical Education is authorized to make recommendations to the Commissioner relative to implementation of the Post Graduate Health Professions Program. Issues under examination focus on access to post graduate medical, dental, optometric, and veterinary doctoral programs in out-of-state institutions; budget recommendations; legislative policy; student indebtedness; and Program impact on the Maine health system in providing access to health care to the people of Maine.

PUBLICATIONS: Status Report — Advisory Committee on Medical Education 1986-87.

FINANCES, FISCAL YEAR 1987: The Advisory Committee on Medical Education has no appropriated funds and, therefore, had no expenditures for FY 87.

STATE MUSEUM BUREAU

PAUL E. RIVARD, DIRECTOR
ESTHER L. SHAW, Business Manager

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2301
Mail Address: Statehouse Sta. #83, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 073; *Citation:* 20A M.R.S.A., Sect. 202
Average Count—All Positions: 28 *Legislative Count:* 26
Organizational Units:
Administration Division
Research and Collections Division
Design and Preparation Division

PURPOSE: The State Museum is charged in its Declaration of Policy "...to present through the use of its collections and activities the proud heritage and unique historical background, and to preserve and exhibit the environmental and cultural background, and to preserve the environmental and cultural richness of the State..."

The State Museum (Bureau) is responsible for providing a coordinated and integrated system of cultural resources, programs and projects, to encourage and stimulate public interest in the advancement of education and to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level.

ORGANIZATION: In 1836, Maine became the first state in the nation to implement the basic concept of a State Museum. That early museum, however, was subject to the availability of display space in the Capitol and the willingness of various State departments to assume unpaid curatorial functions in addition to their primary functions. The first official State Museum was established in 1919, from which time it was administered by the Commissioner of Inland Fisheries and Game until 1945, when operations were suspended. Increased public interest caused the Legislature to recreate the Museum in 1957 under the Department of Economic Development. Transferred to the State Park and Recreation Commission in 1963, the State Museum did not become an independent, professionally-staffed agency until creation of the Maine State Museum Commission in 1965. The establishment of this agency was soon followed by the allocation, via a bond issue referendum, of funds to create the so-called State Cultural Building to provide a permanent home for the new Maine State Museum, State Library and State Archives.

In 1972, as a result of the general reorganization of State Government, the Museum ceased to exist as an independent agency and became the State Museum (Bureau) of the Department of Educational and Cultural Resources (changed to Cultural Services in 1973), under a director appointed by the Maine State Museum Commission with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: During FY 87 the Maine State Museum continued the development of the "12,000 Years in Maine" exhibit planning while mounting three major installations and developing plans for 3 others. Following the opening of "Made in Maine," in 1985, the Museum developed a new exhibition gallery on the Museum's second floor which is devoted to archeological finds from the wreck of the privateer Defence (1779). Following the transfer of a major gift of nautical paintings and artifacts from the Maine Maritime Academy (the Allie Ryan Collection), a large gallery on the second floor was opened featuring about 200 of the over 1000 items in this collection.

Visitation for the year was the highest on record at the State Museum: over 125,000 visitors. This was a surprising turnout since the Maine State Library was closed due to asbestos removal. This diminished visitation to the Cultural building overall.

Legislative support made possible the development of a major new storage facility serving, in part, the Museum's needs for adequate collections care. Considerable effort was expended in planning and preparing for the new storage facility, specifying the climate needs, and the storage space requirements. Meanwhile, preparation for moving to the new facility was encumbered by the discovery of asbestos in the present museum storage facility.

Following the completion of a review by the Legislature's Audit and Program Review Committee, the Museum has sought to implement many of the suggestions and recommendations of this committee. This included the hiring of an Assistant Director, a new position at the State Museum.

Funds provided by the Legislature for climate control were expended during FY 87, following delays in the completion of the work caused by the potential asbestos hazard encountered in the construction work.

Exhibitions. The exhibition program can be characterized as falling into three broad categories of work: the long-range planning of major exhibitions for the future, the construction of major exhibit installations designed to be on view for long periods of time, and short-term, temporary, exhibit displays. The Museum was active in all three areas in FY 87. Much long-range planning focused on the major "12,000 Years in Maine" exhibition which will deal with the early culture history of Maine and will exhibit a portion of the Museum's collection of over 1,000,000 archeological artifacts and specimens.

A change in the main floor installations was planned to redevelop major parts of this entrance floor, including new logging and lumber installations, a display area for the locomotive engine LION, a new exhibit gallery for the Rufus Porter wall murals and a new entrance to the natural history scenes. This final long-term exhibit redevelopment will include a major new display of Maine gems and minerals. In addition to this change in the long-term exhibitry, plans for the main floor developed in FY 87 include a new visitor services reception area, a new lobby organization, and the new location for the Museum sales shop.

Work commenced on many of these exhibit changes during FY 87. Work included the removal of the tunnel entrance to the natural history installation, the exhibition of the locomotive engine LION, the installation of major portions of the new logging and lumbering exhibit and the construction of cases for natural history and minerals.

Two temporary exhibit installations were also mounted during the fiscal year, as noted above. These were the *Defence* installation and the "Allie Ryan Maritime Collection."

Collections. The most extraordinary collections project during FY 87 was the restoration of the locomotive engine LION. This engine was totally dismantled and restored from the frame up. The engine was brought into the museum building in pieces and reassembled at a spot near the Museum's front entrance where it provides a commanding presence to all museum visitors.

Other collection activity focused upon building the small boat and craft collection and the holdings of American Indian ethnology. The Museum was aggressive in trying to acquire rare examples of native American clothing documented to Maine tribes. Many of these new acquisitions will be featured in the "12,000 Years in Maine" exhibition.

In conjunction with the restoration and exhibition of the LION, the Museum published a 64-page booklet on the LION and its restoration.

Much of the activity of the Museum's curators was devoted to planning for the new storage facility and the computerization of the Museum's vast collections.

Conservation. A search was conducted through most of FY 87 to find a qualified conservator to join the staff. The special needs of this position required a trained individual who would treat many of the collections of native-American ethnography. The search was successfully completed late in the fiscal year.

The conservation staff concentrated most of its efforts on the most substantial conservation project ever attempted in Maine...the conservation of the "Rufus Porter" wall murals. These very important painted walls were brought to the Museum's main floor where they were uncrated, stabilized, and cleaned in preparation for their exhibition in FY 88.

Volunteers. Some 30 volunteers contributed over 1500 hours of work to the museum in FY 87 in the area of visitor services, research and technical services.

EDUCATION SERVICES: The Museum staff provided over 1,200 educational programs in exhibit galleries to over 28,000 school children from throughout the State. During the school year, school visitation accounted for 31% of all visitors to the Museum. The geographical distribution of school visits spreads throughout the State in a pattern which parallels the demography of the State.

LICENSES, PERMITS, ETC.:

Any person, agency or institution desiring to excavate an archaeological site on State-controlled land which is listed on the National Register of Historic Places shall submit a written application for a permit to the Maine Historic Preservation Commission, the Maine State Museum and to the agency controlling the property. (27 MRSA §371-378 inclusive).

PUBLICATIONS:

Greenleaf, Moses: A SURVEY OF MAINE IN REFERENCE TO ITS GEOGRAPHICAL FEATURES, STATISTICS AND POLITICAL ECONOMY
  Facsimile reprint of 1829 edition with biographical introduction. Text only.
  469 pp. ISBN 0-913764-00-0 ....cloth binding 14.00
Sullivan, James: THE HISTORY OF THE DISTRICT OF MAINE
  Facsimile reprint of 1795 edition with biographical introduction and
  Osgood Carleton map. 421 pp. ISBN 0-913761-01-9 ....cloth binding 14.00
Demeritt, Dwight B. Jr.: MAINE MADE GUNS AND THEIR MAKERS
  An authoritative, biographical study of Maine gunsmiths, illus. 209 pp.
  ISBN 0-913764-04-3 ....cloth binding 22.00
Myers, Denys Peter: HISTORIC ARCHITECTURE OF MAINE
  The Maine Catalog, HABS, illustrated. 254 pp.
  ISBN 0-913764-05-1 ....perfect bound 8.95
Churchill, Edwin A.: MAINE COMMUNITIES AND THE WAR FOR INDEPENDENCE, 1976, Study Guide, 110 pp.
  ISBN 0-913764-08-6 ....perfect bound 2.95
Branin, M. Lelyn: THE EARLY POTTERS AND POTTERIES OF MAINE,
  Illus. 262 pp. ISBN 0-913764-12-4 ....cloth binding 22.00
Willoughby, C.C.: INDIAN ANTIQUITIES OF THE KENNEBEC VALLEY
  Ed. by Arthur E. Spiess. Illus. 160 pp. ....cloth binding 22.00
Churchill, Edwin A.: SIMPLE FORMS AND VIVID COLORS —
  Maine Painted Furniture 1800-1850. Illustrated in color. 120 pp.
  ISBN 0-913764-15-9.......................................hard cover 25.95
  ISBN 0-91376416-7 ....perfect bound 17.95

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE MUSEUM BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	653,478	638,792	14,686			
Health Benefits	36,672	35,688	984			
Retirement	113,420	110,927	2,493			
Other Fringe Benefits	2,380	2,329	51			
Other Contractual Service	146,735	123,105	23,630			
Rents	710	325	375		10	
Commodities	144,160	122,389	21,771			
Grants—Subsidies—Pensions	711	36	675			
Buildings and Improvement	107,783	107,783				
Equipment	4,293	4,293				
TOTAL EXPENDITURES	1,210,342	1,145,667	64,665		10	

MAINE STATE MUSEUM COMMISSION

FRANK PELTIER, CHAIRMAN
RICHARD N. BERRY, Vice-Chairman

Central Office: Cultural Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2301
Mail Address: Statehouse Sta. #83, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 085; *Citation:* 27 M.R.S.A., Sect. 82
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Museum Commission was established to formulate policies and exercise general supervision over the State Museum; to make recommendations to the Legislature, as necessary, to improve the functions of the Museum; and to delegate powers necessary for the administration of laws relating to the State Museum.

ORGANIZATION: The Maine State Museum Commission consists of fifteen members, especially qualified and interested in the several fields of museum activity, appointed by the Governor for terms of six years.

The Commission meets regularly to formulate policies and to exercise general supervision of Museum activities. Standing committees work with the director in the continuing development of long range plans in the following areas: acquisitions/conservation, legislative/finance/building, community relations/liaison, fine arts, publications, and programs/exhibits.

Permanent records of the Commission meetings are maintained and are audited according to state law. Also, the Commission serves as the appointing authority of the Museum Director with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: The Maine State Museum Commission held meetings during FY 87.

All gifts, bequests, and other donations offered the Maine State Museum and recommended by the Museum's professional staff were formally and legally accepted on behalf of the State. The Commission also reviewed and approved purchases of artifacts for the Museum's permanent collections. Staff recommendations for deaccessioning of items not pertinent to the collections of the Museum were considered and upon approval were disposed of in a manner consistent with the Museum's policy.

The Commission reviewed and approved the budget and programs submitted by the Museum Director. Priority was established on obtaining full climate control for the Museum's new exhibit area on the lower level.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the State Museum Bureau.

OFFICE OF PERSONNEL

ALAN YORK, Personnel Officer

Central Office: Education Bldg., Augusta *Telephone:* 289-5821
Mail Address: Statehouse Sta. #23, Augusta
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071P; *Citation:* 20A M.R.S.A., Sect. 202
Average Count—All Positions: 2 *Legislative Count:* 2.0

PURPOSE: The purpose of this office is to provide a complete range of personnel services for all areas in the Department of Educational and Cultural Services.

ORGANIZATION: This office has two positions: the Personnel Manager and a Clerk Typist III.

PROGRAM: The MDECS Office of Personnel continued to provide a wide range of personnel related services to the Department's employees. With a decentralized system of personnel management (one or more employees at each of thirteen locations is responsible for coordinating personnel activities) the communication of personnel information, forms, procedures, etc. becomes a primary responsibility. Also, labor relations activities (contract negotiations, handling of informal and formal employee grievances, interpretation of seven different State-Union contracts) require continuous attention. The decisions which can have significant counseequences to individual employees and their work life are continuously assessed, explained and implemented with the assistance of the MDECS Office of Personnel.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

BUREAU OF SCHOOL MANAGEMENT

DR. DAVID W. BROWN, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-5902
Mail Address: Statehouse Sta. #23, Augusta
Established: 1974 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071S; *Citation:* 20A M.R.S.A., Sect. 202

PURPOSE: The purpose of the Bureau is: 1) To administer the Bureau consistent with policies and procedures established by the Commissioner, the State Board of Education and statute. 2) To help provide Maine children with school facilities conducive to learning. 3) To provide funds to assist local units to reduce consumption and the cost of energy. 4) To help provide for the health, safety and welfare of children riding Maine school buses in the most efficient manner. 5) To help provide nutrition education and to provide for the basic nutritional needs of Maine children participating in the school lunch program. 6) To provide for the education of children in Maine's Unorganized Territory. 7) To provide administrative activities for a variety of student financial aid and licensing programs relating to higher education in Maine. 8) To maintain and enhance the quality of education and training provided to veterans and eligible dependents.

ORGANIZATION: This Bureau was administratively created by the Commissioner in 1974 as part of a reorganization prompted by the Maine Management and Cost Survey.

The Bureau consists of seven divisions to include: School Operations, School Nutrition, Transportation/Driver Education, School Facilities, Higher Education, Donated Commodities, and Veterans Education.

PROGRAM:

Division of Higher Education Services. The Division provides many and varied services to and for the public, private, and proprietary post-secondary educational institutions in the State of Maine.

The Division carries out procedures established to respond to requests from postsecondary institutions seeking legislative authorization to confer a degree which was not part of any prior authorization. The Division also processes requests from out-of-state institutions which seek to offer academic credit courses or programs in Maine with final approval granted or denied by the State Board of Education. Application forms and copies of procedures, rules and regulations are provided through the Division.

The Division administers the Postgraduate Health Professions Program which is designed to assist Maine resident students in gaining access to selected health professions schools. Qualified Maine students are able to obtain a specified number of seats/spaces at the University of Vermont College of Medicine; the Tufts University Schools of Medicine, Dentistry, and Veterinary

Medicine; the University of Pennsylvania School of Veterinary Medicine; the New York State College of Veterinary Medicine at Cornell; and the New England College of Optometry.

The Maine Student Incentive Scholarship Program (MSISP) is administered by the Division. This is a direct grant program of financial aid made available to Maine residents who attend post-secondary school in eligible schools in Maine and New England. It is based on financial need as determined by a statutory formula including the cost of attendance at the school and the student's available financial resources. Applications for program participation must be made by May 1 by completing and filing a Financial Aid Form. The funds available to eligible applicants come from both state and federal sources.

A major function of the Division concerns the operation of the Maine Guaranteed Student Loan Program, the Maine Guaranteed Parental Loan Program, and the Supplemental Loan for Students Program. Although much of the direct administration is provided by the United Student Aid Fund through a contract with the State of Maine, much direct activity with local lenders is conducted through the Division. Policies, rules, and regulations are developed for approval action by the State Board of Education. Lender workshops are conducted by Division staff and assistance is provided student borrowers and parents. Current information concerning revisions in Federal laws and other items of interest are provided to lenders via a newsletter distributed quarterly.

The division administers certain federal assistance programs for Maine postsecondary institutions. Currently the only program for which funds are available is Title II—Education for Economic Security Act through which funds are provided for approved projects from postsecondary institutions to improve instruction in mathematics and science in Maine elementary and secondary schools.

All academic records of students' attendance at postsecondary schools which are now closed are maintained by the Division. These records are preserved for historic purposes, as well as being made available to an individual student upon request. A student desiring a copy of his transcript must submit a request and a small processing fee. Copies of the original transcript are made, embossed with Department of Educational and Cultural Services seal, and sent to the student or to a school as requested.

State statutes require that any proprietary school conducting trade, industrial, occupational, vocational, business, or technical courses which operates or solicits in Maine shall be licensed. Correspondence schools which solicit or sell in Maine any correspondence course shall be licensed under a certificate of approval for such operation. These statutory responsibilities are carried out by the Division.

Individuals who have had either National Defense or National Direct Student Loans may have all or part of the loans forgiven by teaching in a school which has a high concentration of low income families. The identification of eligible schools and the providing of information about how to obtain the cancellation is a function of the Division.

State funds are made available to eligible osteopathic medical students as loans to assist in meeting the cost of their professional preparation program. These monies are provided through the Maine Osteopathic Loan Fund which was created by state statute and its administration is a function of this Division.

The licensing of cosmetology and barber schools is a function of the Division as a result of statutory changes. Schools apply for a license; an evaluation team makes an on-site visit to determine the school's compliance with established rules; and if compliance is found, a license is issued. Licenses are valid for one year and annual follow-up is done concerning requests for renewal.

The Congressional Teacher Scholarship Program is a federal program providing financial aid to high academic achieving Maine students who plan to enter the teaching profession and this is administered by the Division. Another federal program administered by the Division is the Robert C. Byrd Honors Scholarship Program through which funds are provided to eligible graduating high school seniors to help defray costs of their first year of postsecondary study.

Division of School Operations. The Division of School Operations is responsible for the education of all children residing in the Unorganized Territories of Maine. This includes the administration of seven elementary schools (Blaine School in Rockwood, Brookton Elementary, Connor Consolidated, Edmunds Consolidated, Kingman Elementary, Patrick Therriault School in Sinclair, and the Benedicta School) with an aggregate enrollment of nearly 350. Additionally, 1,050 students in K-12 are tuitioned and transported to local school systems. The Division employs a staff of 67, including principals, teachers, teacher-aides, cooks, janitors, and bus drivers. Twenty-five buses are owned by the Division, and private conveyors are also employed to transport students in the most remote areas. During school year 1986-1987, implementation of a five-year construction plan resulted in the construction of a new multi-purpose room at Edmunds and Brookton and a multi-purpose room at Kingman has begun and will be occupied in the fall of 1987. Each school is now assessing its first year of its school improvement plan.

The Maine Conservation School is also administered through this Division. The School offers programs in conservation and environmental education geared for junior and senior high school students, as well as teacher education workshops and week-long sessions for elderhostel groups at the Bryant Pond campus.

Division of School Nutrition Programs. The Division administers and supervises federally subsidized food service programs for children in public and private schools, residential child care institutions, and summer recreational sites and camps.

Receiving $13,127,098 in federal funding and $1,239,429 in matching State funds, the Division reimburses schools and sponsors for providing nutritious meals to childen. Meals subsidized in whole or in part during the 1987 fiscal year were:

17,798,630	School Lunches
1,501,297	School Breakfasts
2,011,166	Summer meals to children

The Division provided reimbursement to schools and other sponsors for serving 699,294 one-half pints of milk in the 1987 fiscal year.

Working with an advisory council of school administrators, the Division provided 75% of the funding for the purchase of food service equipment to improve or upgrade public school food service programs with $90,000 of the State matching funds. Special assistance for equipment repairs are given to two school feeding programs damaged during the April 1 flooding.

The Division also administers the Nutrition Education and Training Program targeted to educators and food service personnel. Funding is used to provide adult education courses throughout the State, on site workshops, regional training sessions and statewide training program at the University of Maine - Orono in August. Maine is a minimum grant state receiving a $50,000 federal training grant.

The Division reviews plans and equipment specifications for construction of or renovation to school feeding facilities.

The Division assists the remaining 26 public school communities without a school feeding program in seeking alternatives to provide meals for their students. The Division staff members assist local school feeding program staff to improve service to students, meet Federal and State standards, implement financial systems and determine the school's compliance with established rules and regulations.

Division of Donated Commodities: Fifty-one products were received from the U.S. Department of Agriculture and distributed to recipient agencies this fiscal year. Products included dairy items, meats, fish, poultry, vegetables, fruits, and various grain products.

Recipients included approximately 221,621 children in school lunch and 12,500 in child care centers, 11,800 young people in summer camps and 13,850 persons in tax-exempt, nonprofit institutions. Certain dairy products were also made available to 10,500 children in 45 day care centers and approximately 4,500 persons in Senior Citizen Centers.

During the Flood of 1987 this division supplied food to the American Red Cross and the Mennonites, church organization that was assisting 800 homeless people in the State of Maine's disaster areas. The total value of this help was $8,976.00. This help was needed very much and without this division it would not have been there.

For 12 months ending June 1987, we distributed to all recipient agencies 9,360,803 pounds of products with approximate value of $5,967,159.00. This distributing agency has entered into processing contracts with fourteen different companies that have eight subcontract companies producing breads, pizza, salad dressings, meat products, and cheese products. The value of USDA commodities shipped to these companies amounted to $636,000 for this 12 month period. This value is reflected in reduced prices to recipient agencies as an added benefit from this program. This program is very helpful in keeping food costs down and making the dollar go alot further for everyone served by this division.

Division of Transportation, Driver Education and Safety. The Division provides Driver Education program approvals and assistance to secondary schools. Approved programs were offered by 120 schools which issue completion certificates to 7,580 students.

One hundred thirty-two (132) school bus purchase approvals were issued and the expenditure of $5.0 million in school bus purchases and bus note payments were certified for the fiscal year.

Division of School Facilities. This division is the approving agency for all major school construction in Maine. In addition, it is responsible for the school leasing program, the energy retrofitting program in schools and the Maine School Building Authority.

Energy audit recommendations and project requests from local units have resulted in approvals to public schools totalling $10.9 million. Of this total, energy improvements amounting to $10.3 million have been completed.

During FY 1987, 205 leases were approved for a total of $1,704,899 to provide space for local administrative units until construction can be approved.

Also during FY 1987, the State Board of Education granted concept approval for 26 public school construction projects in the amount of $42,564,632.

Division of Veterans Education: During Fiscal Year 1987, the State Approving Agency for veterans education and training programs continued to work with officials of schools and job training establishments to maintain and enhance the quality of education and training provided to veterans and eligible dependents.

The Veterans Education Division conducted a wide range of program approval and supervisory activities with approximately 86 institutions of higher learning, schools that offer non-college degree programs and off campus branches of these institutions. In addition, the Division was involved in approval and supervisory activities with approximately 30 training establishments which offer one or more on-the-job training programs. There were approximately 1,500 veterans and eligible dependents participating monthly in education and training programs throughout the fiscal year. They brought approximately $7,100,000 into Maine through the receipt of Veterans Administration Educational Benefits.

In June 1987, the new GI Bill test program became a permanent law and is now entitled the Montgomery GI Bill. The focuses of this law are the readjustment of individuals who have been separated from active duty military service and the recruitment and retention of highly qualified personnel into the military service. Included in the law is a program of educational benefits for members of the National Guard and Selected Reserve.

The staff of the Veterans Education Division have been very active in related national activities. The Director of the Division has recently completed his third term as President of the National Association of State Approving Agencies and was recently appointed to a national commission to study veterans education policy applicable to GI Bill program recipients. Additionally, Division staff have been very active in the advancement of military education in the State of Maine.

LICENSES, PERMITS, ETC.:

Division of Transportation, Driver Education and Safety:
- Restricted Instruction Permit
- Driver Education Course Completion Certificate

PUBLICATIONS:

Maine Nutrition Education Needs Assessment (From state-wide assessment) 1979-1980 Technical Report. (Free — receive copy from State Depositories)

Resource Guide of Nutrition Education Annotated Bibliography (Free—receive copy from State Depositories)

Breakfast Brochure (Advertising Brochure)

School Nutrition Action Program (Advertising Brochure)

State of Maine Pupil Transportation Laws — Free

State of Maine Uniform Bus Standards—Free

Secondary School Driver Education Programs—Free

We have a small collection of school bus safety films. There is no charge for use of these films, but return postage must be provided by the borrower.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SCHOOL MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,749,564	1,190,770	200,159		358,635	
Health Benefits	112,112	77,345	11,330		23,437	
Retirement	297,242	203,735	33,977		59,530	
Other Fringe Benefits	8,102	4,864	959		2,279	
Other Contractual Service	3,439,100	2,798,905	168,761		471,434	
Computer Services—State	439	2	1		436	
Rents	28,021	14,397	13,344		280	
Commodities	85,346	68,707	892		15,747	
Grants—Subsidies—Pensions	20,484,953	3,106,981	1,019,006		15,978,587	380,379
Buildings and Improvement	637,338	637,338				
Equipment	41,565	23,077			18,488	
Transfers to Other Funds	660,996	120,000	516,252		24,744	
TOTAL EXPENDITURES	27,544,778	8,246,121	1,964,681		16,953,597	380,379

BUREAU OF VOCATIONAL EDUCATION

WILLIAM H. CASSIDY, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-5854
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1996

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 076; *Citation:* 20A M.R.S.A., Sect. 202

Average Count—All Positions: 38 *Legislative Count:* 34

Organizational Units:
Division of Program Services & Finance
Division of Secondary Vocational Education
Division of Adult & Community Education

PURPOSE: The major goal of this Bureau is to expand and improve the quality and extent of vocational education opportunities available to the people of Maine.

Through the authority vested in the State Board of Education and the Commissioner of Educational and Cultural Services, the Bureau of Vocational Education is authorized to administer vocational centers and regions to: develop a State Plan for vocational education; provide vocational educational opportunities as an integral part of secondary and public schools; provide consultant services to local agencies in connection with vocational education, including curriculum planning, in-service training and evaluation; provide financial aid to local education agencies; expand and improve existing programs and implement new programs, including aid for teachers' salaries, teaching, instructional equipment and materials, and construction of vocational education facilities; arrange with higher education institutions for the training of needed vocational education personnel, including financial assistance; coordinate the planning and implementation of public school vocational education with other agencies and organizations concerned with manpower development; and to act for the State of Maine with respect to federal programs administered through the U.S. Department of Education.

ORGANIZATION: The Bureau of Vocational Education originated as the State Board of Vocational Education, created in 1917 to cooperate with the Federal Board of Vocational Education in administration of the Smith-Hughes Vocational Education Act. The Board consisted of the Commissioner of Education, who served as chairman, and two additional members appointed by the Governor. In 1931, the Board was abolished and its duties assumed by a Vocational Education Board established within the new Department of Education. The new Board consisted of the Commissioners of Health and Welfare, Labor, and the Commissioner of Education who retained chairmanship. In 1949, the Board was abolished and its duties transferred to the State Board of Education. In State Government reorganization in 1971-73, the Department of Educational and Cultural Resources (Services) was formed, and divided into four bureaus, including the Bureau of Vocational Education. The State Board of Education retained its responsibilities concerning vocational education, and with the Commissioner of Educational and Cultural Services, supervises the activities of the Bureau.

PROGRAM:

Sex Equity and Single Parent and Homemaker Program. The following describes projects funded under the SEX EQUITY AND SINGLE PARENT AND HOMEMAKER PROGRAM. Each project is designed to focus on the special needs and interests of single parents and homemakers, especially those issues which are a result of sex bias and sex role stereotyping or to encourage women and girls to consider vocational programs or occupations which have traditionally been considered nontraditional for their sex.

For additional information regarding these programs, contact:

Single Parent & Homemaker Coordinator
Maine Department of Educational and Cultural Services
Bureau of Vocational Education
State House Station 23
Augusta, Maine 04333
Telephone (207) 289-5854

Projects Funded Through the University System:

UM Augusta	Displaced Homemakers Project
UM Farmington	Maine Home Economics and Health Occupations Resource Center
UM Orono	Single Parent and Homemakers and Sex Equity Program Providers In-service

Three diverse projects are being funded through the University system. The most important and most significant to all sex equity and single parent and homemaker initiatives is the Displaced Homemakers Project known as In Transition.

In Transition provides pre-vocational training (personal and career development), supportive services (child care, transportation, and scholarships), employability and training (placement and follow-up), and an introduction to entrepreneurship. The project serves women who are divorced, widowed, separated, or who have a disabled spouse. Ages range from 25 years and up.

The UMF project provides sex equitable and sex equity resources to local education agencies with special emphasis on home economics and health occupations.

The UMO project supports in-service training related to sex equity and single parent and homemaker issues.

Projects Funded Through Community Based Organizations:

Career Ed Consortium	Expanding Your Horizons in Math/Science
Portland Adult Ed & YWCA	Teen Parent Services Program
Women's Trade Center	Women's Trade Center

Community based organizations are providing various services in coordination with local education agencies and/or the VTI system.

The Career Education Consortium is providing a one day workshop and year long mentoring program for junior high school girls to encourage them to consider math and science related careers.

The Portland YWCA and Adult Education Program are providing a comprehensive alternative education program for young mothers between the ages of 14 and 25. The project provides personal and career development, basic education leading to a high school diploma or GED, along with parenting, child care and vocational training in food service occupations.

The Women's Trade Center provides non-traditional career exploration for women, as well as a pre-apprenticeship program. Its main goal is to prepare women for heavy construction trades.

Projects Funded Through Secondary Education:

Capital Area Vocational Center	Non-Traditional Career Exploration for Students and Occupational Exposure for Educators
Lewiston Vocational Center	Occupational Exposure for Educators
Portland Vocational Center	Vocational Exposure for Students; Occupational Exposure for Educators
Vocational Region Four, Bangor	Non-Traditional Career Exploration Course for Educators and Non-Traditional Vocational Exploration for 7th-9th Graders
Vocational Region Ten, Brunswick	Non-Traditional Career Exploration, Educators/Students
Waterville Vocational Center	Non-Traditional Career Exploration for Educators/Students
Mount Desert H.S.	Choices and Challenges Teen Parent Program

These projects provide non-traditional career exploration for school educators and junior high students. The projects are delivered through a hands-on approach to instill a "can do" attitude, particularly among the women and girls. The objective is to attract more girls to non-traditional vocational programs.

The Choices and Challenges Program serves teen parents who are at risk in attaining their high school credential. Teen parents are served whether they are in or out of school. Students develop personal and career goals which result in an action plan.

Projects Funded Through the VTI System:

Central Me. VTI	Child Care Assistance Program
Eastern Me. VTI	Student Support Services Center and Technical Studies
Kennebec Valley VTI	Child Care Assistance Program and Curriculum Resource Center
Northern Me. VTI	Non-Traditional Career Exploration for Women, Non-Traditional Career Exploration for Students, Women's Commercial Series (nontraditional programs) Day Care Services, and Career & Vocational Information Dissemination Project
Washington/Hancock Community Agency	Washington County VTI Child Care Program

The most significant projects at the VTIs are the Student Support Services Center and the Tech Studies program. The former provides counseling and child care to the disadvantaged student currently enrolled in EMVTI. The counseling services have been beneficial in significantly reducing the attrition rate of disadvantaged students.

The Tech Studies Program is an intensive, for credit, pre-vocational program which provides personal development, career development and academic development in a two semester program. It was designed to serve disadvantaged students and to prepare them for enrollment in a post-secondary program. It is supported by the Student Support Services Center. Its primary emphasis is on empowerment. Empowerment being the process of getting the individual to buy into their future by elevating their self esteem, setting career goals, and developing an individual education plan.

The child care projects provide child care to the children of students who are single parents, homemakers and students enrolled in programs nontraditional for their sex, who have a financial need and are not eligible for other child care assistance programs.

The Nontraditional Career Exploration Program For Students is much like the secondary programs where junior high students are encouraged to look at VTI programs as viable options.

The Nontraditional Career Exploration Program For Women is much like the ones for students and educators. The major difference is that it is more intensive in that it provides for personal and career development and advanced placement in a VTI program. It also provides for basic educational preparation through the GED program.

The women's commercial series and the career and vocational information dissemination project are designed to attract women to NMVTI and nontraditional programs in particular. They also provide critical information concerning educational financing, agencies providing financing, and other information which is not generally available to the disadvantaged women.

Projects Funded Through Adult Education:

Bangor Adult Ed	Overcoming Barriers to Technical Careers
Lewiston Adult Ed	Moms Plus: Pre-Voc and Ed Program for Single Parents
Mechanic Falls Adult Ed	Celebration: A Journey For the Self
Mount Desert Adult Ed	New Directions
Oxford Hills Adult Ed	Pre-Voc Training for Young Women
Turner Adult Ed	Single Parent and Homemaker Alternative Education Program
Sanford Adult Ed	Fresh Start
Somerset County Basic Skills Program	Crossroads...A Young Women's Project
Westbrook Adult Ed	Choices & Changes: A Pre-Voc Program

These projects are primarily alternative education programs for single parents. Some serve women over 25 years of age while others serve those 14 through 25. They all provide career and personal development, academic development, and parenting and child care either directly or in coordination with others. Programs offer GED, diploma, and high school diploma options.

Agriculture and Natural Resource Programs: During fiscal year 1986-87, approximately 29 agriculture and natural resource programs were in place. Included in these program areas are wood harvesting, horticulture, marine occupations, general and vocational agriculture. In addition to these secondary programs, five postsecondary (VTI) programs are offered. These include agriculture mechanics, soil science, and wood harvesting.

Adult education continues to grow in the many diverse course offerings of approximately one hundred different agriculture and natural resource areas.

The total students served numbered approximately 700 for 1986-87, not including the adult program areas.

The agriculture and natural resource professional teachers organizations continued to be very active. The Maine Vocational Agriculture Teachers' Association (MVATA) held six meetings, including in-service workshops and seminars covering such topics as supervisory occupational experience programs, FFA contests, and related subjects. The annual conference was held at U.M.P.I. during June of 1987.

The Maine Forestry Instructors' Association (MFIA) conducted several workshops and seminars including a three-day "Winter Workshop" held jointly in Bangor and the University of Maine. Topics covered in the in-service study included maintenance of engines, financing of equipment, and initiate curriculum revision to include competency based education.

The Future Farmers of America (FFA) is functioning well in Aroostook County. The annual convention was held in Orono at the University in May. The many activities the FFA students and officers are involved in include national leadership training in Washington, D.C., contests at the Eastern States Exposition, a regional public speaking contest, and the Fall national convention in Kansas City. The FFA day-to-day administration is carried on by Clair Carter, part-time executive secretary of the Future Farmers of America.

Former Governor Joseph Brennan appointed a Task Force to study "Agriculture in the Classroom." This program is an initiative sponsored by the USDA and has been encouraged as a means to help make the general citizenry more aware of the principles of agriculture using the educational system grades K-12. A final report was made by the Task Force in October of 1986.

Marketing/Distributive Education: Marketing and Distributive Education programs are vocational programs that provide students with the skills and knowledge to function primarily in the retail trades and services industry. In the 1986-87 school year, Maine had 15 programs operational that served approximately 300 students.

A major activity of this program area is the student organization DECA. This year's state conference saw more than 200 students participating in competitive events. These events are designed to strengthen the students skills and knowledge in the free enterprise system. They were conducted primarily in the Bangor Mall with live businesses and their supervisory staff. Husson College again served as the conference host and provided much of the coordination for this event.

Business Education: Business Education, a broad and diverse discipline, was offered to several thousand students at 132 of Maine's senior high schools during 1986-87. Vocational-funded Business Education programs now number five with thirteen Information Processing programs located in the vocational schools and centers.

The Business Education Association held their annual Fall conference at the Holiday Inn in Augusta where Chauncey Hoskins from Dexter High School was recognized as Maine's Business Teacher of the Year.

Business Educators from across the state participated in workshops including topics on "FBLA—A Business Student Organization" and a "Soft-ware Fest" dealing with computers.

The state task force on keyboarding re-activated and developed guidelines for the teaching of keyboarding at the elementary level and planned two one-week methods workshops for elementary teachers taught by Rowena Russell, Nokomis High School, and Paul Lodge, Edward Little High School.

The Future Business Leaders of America (FBLA) organization held its annual Fall Leadership Workshop for local chapter officers at Husson College with over 100 students in attendance. Seventy-eight members from Maine participated in the National Fall Leadership Conference in Syracuse, New York in November. The Atrium Hotel in Brunswick was the sight of the State Leadership Conference where over 300 students participated in workshops, competitions, and social activities. Thirteen representatives flew to Anaheim, California to attend the National Leadership Conference.

Phi Beta Lambda (PBL), the college division of FBLA, received its state charter and held its first annual State Leadership Conference at Thomas College with the four active PBL chapter well represented.

Consumer and Homemaking: In 1986-87, there were 123 senior high schools and 74 middle/junior highs offering Consumer and Homemaking Education to girls and boys. Several of the senior high teachers also taught junior high classes. Of the 17,350 students served in grades 9-12, 23% were males.

At the junior high/middle schools, 22,600 students were enrolled in Consumer and Homemaking. The total represented about 50% each of boys and girls. In those schools offering the program, 80% required that all students be enrolled.

Scheduled visits were made to 18 schools. Several others were made to assist first-year or returning teachers, to help instructors with curriculum development, and to assist administrators who requested service.

Twelve area meetings were held around the State to provide in-service education opportunities for home economics teachers. Chairmen located in each area planned their own programs based on need.

The Curriculum Committee of the Maine Home Economics Teachers Association held a dinner meeting to advise the State Consultant about teacher in-service needs. A smorgasbord of topics was addressed by teachers such as broadening the integration of computers and reinforcement of academics into home economics courses, serving special needs students, and exploring new curriculum strategies. Plans were also made for an all-day workshop to be held in September of 1987.

A one-day leadership workshop was held in the fall of 1986 at the University of Maine for Maine Future Homemakers of America (FHA) officers, district chairmen, and their advisors. The Executive Council provided leadership for 300 girls and boys from 22 chapters which were affiliated with the State and National associations.

The annual FHA Convention was held in April of 1987. About 200 youth and adults participated. Focus of the convention was "Spotlight On You."

Five Future Homemakers of America district conventions were held during the year under the guidance of the State and district advisers. Theme for the conventions was "You and Your Image."

The Maine Home Economics Teachers Association held its annual conference in September of 1986. About 150 home economics teachers attended the in-service workshops addressing such issues as: Global Connections: Ideas and Suggestions for the Home Economics Classroom, Peer Counseling for You and Your School, and Three Levels of Teaching Child Care, Development, and Parenting.

The President of the Maine Future Homemakers of America and her advisor participated in the 1986 National Convention in Orlando, Florida. They participated in workshops addressing leadership, management, public relations, nutrition, related occupations, and parenting.

The Maine Home Economics and Health Occupations Resource Center continued to serve home economics, health occupations, home economics-related occupations, and some other teachers. Curriculum materials were circulated nearly 7,000 times during fiscal 1987. Several workshops were provided by the coordinator, particularly in the use of computers. The Home Economics Consultant serves as a member of the Center Advisory Committee which met twice during the year to provide input for the new resources and to assist the Coordinator with administrative decisions.

Consumer and Homemaking funds were provided to the University of Maine and the University of Maine at Farmington to assist in the training of home economics teachers. The State Consultant, department heads, and teacher educators met to coordinate a cohesive home economics program around the State.

Nine secondary and one adult program located in economically depressed areas received Carl Perkins funds to develop, expand, or improve their home economics programs.

Carl Perkins funds were also utilized to introduce a project entitled "Work and Family Issues." The purpose of the project was to determine if business, industry, and public agencies were interested in providing seminars for their employees to learn skills and insights which help them balance work and family responsibilities.

One hundred businesses responded. The project coordinator provided seven seminars to businesses and industrial complexes and served over 250 employees.

The Maine Home Economics Education Advisory Board held five meetings during the year. Outcomes of those meetings have included public relations campaigns, in-service workshops, and suggested curriculum changes.

The State Consultant served as a member of the President's Alumni Advisory Board on Teacher Education at the University of Maine at Farmington. She is a member of the Committee For Home Economics, Business, and Industry Advisory Council, Home Economics Division of the American Vocational Association.

She also serves on interagency committees and coalitions to address such issues as teen pregnancy, parenting, nutrition, and health education.

Cooperative Education: Cooperative Education programs are vocational programs that combine planned, progressive on-the-job training with supporting in-school related instruction. These are paid job training experiences and operate in accordance with Maine and federal labor laws. Both the in-school related instruction and the paid on-the-job training experiences are under the supervision of a cooperative education coordinator. The combined use of school and industry to provide entry level skill training for students is a cost effective method of delivery.

There were 60 State Board of Education approved cooperative education programs in operation during the 1986-87 fiscal year. Almost half of these programs operate on a year round basis to take advantage of the expanded job training opportunities the summer season brings. The 1,470 students this program served, gained entry level skills in more than 100 job classifications.

An active professional association, MACE, works cooperatively with the University of Southern Maine and the Bureau of Vocational Education to sponsor teacher workshops throughout the year. These workshops help coordinates maintain currency with the ever changing workplace and the laws that govern it.

Industrial Arts: There are presently 189 Industrial Arts programs in the State of Maine. These consist of 128 Senior High School and 61 Junior High/Middle School programs, the newest program being Fryeburg Junior High School.

Again this year there is a surplus of teachers available to fill vacancies. The majority of these candidates are from out-of-state and have been recruited by the Bureau of Vocational Education and the Office of Teacher Placement and Certification.

Inservice activities for 86-87 have consisted of lasers in teaching laboratory activities, excellence in Industrial Arts, Occupational Safety and Health and Technology Education.

Industrial Education Degree Programs: Four-hundred and sixty (460) persons have matriculated in Industrial Vocational Education programs at USM. At year's end, 60 received baccalaureate degrees in those areas.

Health Occupations: During FY 1986-87, the Maine State Advisory Board for Health Occupations Education and M.H.O.E.A. (Maine Health Occupations Educators Association) combined forces to lobby in support of L.D. 1604: "An Act to Provide Qualified Nursing Assistants." This legislation, over five years in the making, will become effective in September of 1987 and will dramatically improve the quality of CNA training statewide.

Maine State H.O.S.A. (Health Occupations Students of America) grew significantly over the past year due to increased funding support for the development of youth leadership organizations within secondary health occupations programs. Maine delegates received a national award for membership increase at the National H.O.S.A. Convention in Dallas, Texas in June 1987.

During FY 1986-87, one pilot project in health occupations was funded which will serve as a model for Integrated Studies.

A committee of health occupations educators, health care providers and inter-agency administrators held numerous work sessions which resulted in the development of updated program standards for secondary health occupations programs.

A summer institute for C.E.U. credits was provided and featured participation by secondary, postsecondary, secondary adult education, HOE instructors, school nurses and agency administrators. This "mix" provided opportunity for excellent dialogue and planning strategies.

The consultant currently serves as Region I Representative for NASAHOE (National Association of State Administrators of Health Occupations Education).

A standardized Home Health Aide (certification) curriculum was completed and will be disseminated to instructors in September, 1987.

Home Economics-Related Occupational Programs (Wage Earning): During FY 1986-87, Vocational Child Care programs continued to expand with three (3) new programs being implemented in September of 1986 at Waterville and Bath Vocational Centers. Two (2) additional programs are anticipated by fall of 1987 at Bangor, Region 8—Rockland, and Mt. Desert Island (a satellite of Ellsworth Vocational Center).

New initiatives are being planned to further address the child care crisis in Maine and the need for expanded training programs for child care providers.

A task force involved interagency coordination among human services. Education health care providers worked with key instructors to develop updated standards for generic child care training programs at the secondary level and to address new and emerging programs to serve the needs of teen parents, school based infant care and latch key children.

An in-service workshop and summer institute was provided for CEU credit.

Secondary vocational Food Service programs statewide are adopting and implementing the N.I.F.I. Sanitation Course (National Institute for the Foodservice Industry).

A new and emerging program area is Hospitality and Recreation. A pilot program will be implemented at Squaw Mountain Resort in Greenville in the fall of 1987. This program will be a satellite of the Dexter Vocational Center.

The Food Service Advisory Board held numerous meetings which resulted in the development of updated program standards.

Several programs have implemented an integrated studies model which awards an academic credit for math/science.

The Maine Restaurant Association and the Maine Innkeepers Association is working with secondary and postsecondary food service programs to develop a job placement and referral service to address severe manpower shortages throughout the industry.

The University of Southern Maine and the State Advisory Board completed an updated in-service education need assessment of secondary instructors. As a result of this assessment, a course will be offered in August of 1987 for CEU credit.

Trade and Industrial: Trade and Industrial programs encompass the designing, producing, processing, fabricating, assembling, testing, modifying, maintaining, and servicing of any product or commodity. Examples are: machine tool technology, welding and fabrication, building construction, automotive mechanics, etc.

In FY 87, secondary Trade and Industrial programs offered entry level training to over 3,750 students in more than twenty (20) occupational areas.

This training is provided to grades eleven (11) and twelve (12) at the fifteen (15) vocational centers and ten (10) vocational regions throughout Maine.

Through an in-service contract with the University of Southern Maine, Trade and Industrial instructors have had the opportunity to have workshops, courses, and technical updates designed to improve their teaching skills and knowledge.

During this fiscal year the Department of Educational and Cultural Services has assigned an Instructional Support Group consultant to be responsible for Trade and Industrial Programs. Until now, this has been one of the assignments of other consultants in the Bureau of Vocational Education.

The Trade and Industrial Educators of Maine (TIEM), a professional association of Trade and Industrial instructors, continues to grow and has become active in the improvement of vocational education, especially Trade and Industrial education.

Vocational Industrial Clubs of America (VICA) is the newest youth organization in Maine that provides leadership training and the opportunity to compete in local, state and national events. In FY 87 ten (10) clubs representing nearly three hundred (300) Trade and Industrial students were organized. Eleven (11) students represented Maine at the U.S. Skill Olympics in Wichita, Kansas in June.

Several statewide technical update workshops, sponsored by industry, have been conducted to provide state-of-the-art technical information for Trade and Industrial instructors.

Planning has started for implementing competency based curriculum for vocational programs with minimum core competencies for all programs in Maine.

Handicapped Persons: Vocational education programs for handicapped individuals in secondary schools are designed to teach job skills at levels commensurate with ability. The capabilities and individual needs of students are determined by Pupil Evaluation Teams and are outlined in the Individual Education Plans. These projects must insure that appropriate support (related) services are provided to help handicapped students benefit from vocational education. These services include job placement and follow-up, specialized vocational counseling, remedial instruction, and other services as outlined in the Individualized Education Plan. A total of 25 projects were funded by the Bureau of Vocational Education with federal monies. During the year, 1,427 handicapped students received special services through the federal projects.

Cooperative Agreement: The State Cooperative Agreement Team identified all current vocationally oriented transition projects and programs in the State of Maine. An abstract was developed for each program which included name, location, funding source and program description. The team acted as consultants and staff people to the legislatively appointed select committee on transition. Currently team members are in the process of reviewing and revising the current Cooperative Agreement to assure compliance with new and amended federal legislation.

Disadvantaged Persons: Twenty-six projects were funded during fiscal year 1987 and provided services to 4,032 secondary and postsecondary students. These services inlcude skill development, developmental math, developmental reading, guidance, and placement.

Transition Year: The State Board recommended discarding evaluation: the old school self evaluation process and develop a new system to conform with the Education Reform Act of 1984.

Teacher Training: During the inservice contract year 1987, a top priority of the Bureau of Vocational Education was and will continue to be the training of occupational and vocational staff, including techniques and methods of identifying and working with students who may be recognized as disadvantaged or handicapped.

A contractual relationship with the University of Southern Maine has been continued for implementing a staff development system to improve instructional competence of vocational teachers of Maine. The concept of ongoing long-term commitments to staff development and individual professional growth of vocational educators has been encouraged through this contractual agreement with the university system.

The vocational staff development system provided 33 professional growth activities with participant enrollment of 530. All of the secondary regions and centers and the six postsecondary vocational-technical institutes utilized this contractual relationship to provide training for their teachers.

Workshop topics were in the areas of: Health Occupation, National Association for Education of Young Children, VICA Contact Person and Voc. Director, State Food Service Advisory Board Meeting, Agriculture Education Advisory Committee, Vocational Certification Study Group, Writing Workshop, Standard Criteria for Business Educators, Agriculture Trade Show, Keyboarding Workshop, Assessment Seminar, Technical Advisory Committee (Child Care), Child Care Workshop, Welding Workshop, Fuel Injection Workshop, Introduction to CADD, Computer Workshop, Forestry Workshop, Technology Education Curriculum Guide, Conference on Dropouts, Keyboarding Task Force, Marketing Workshop, and Curriculum Workshop.

Adult Vocational Education: Adult vocational education is delivered through Maine's vocational technical institutes, vocational centers, and vocational regions. Programming consists of preparatory courses for adults learning new job skills; upgrading courses for adults learning new or advanced skills in their current occupations; and apprenticeship courses for apprentices registered through the Maine State Apprenticeship Council.

During the 1987 fiscal year, total enrollments in these categories were nearly 23,000. The Bureau of Vocational Education works closely with the Maine State Apprenticeship Council in providing related instruction for Maine's apprentices. Home basing — a method of guiding apprentices through related instruction — continues to be one of the Bureau's major thrusts.

Maine Adult Education Program: Public school adult education in the State of Maine includes the Adult High School Diploma program; the GED program, general evening school, adult handicapped, basic literacy (State funded), and adult basic education (Federally funded). One hundred and fifty-seven local agencies in the State now offer some type of adult education programming. Enrollments during fiscal year 1987 totalled 91,039. The adult high school diploma and GED programs are geared for adults to earn their secondary school credentials, while general evening school offers programs in avocational skills. Basic literacy programs are offered for those persons with a low level of education attainment, and adult handicapped programs are offered for those adults with physical or emotional handicaps who find it difficult to participate in regular adult education programming. Community education is a concept of involving the community in the educational process, including the utilization of citizens' advisory councils.

LICENSES, PERMITS, ETC.:

Certificate:

Certified Assistants to Nurses at Basic, Advanced, and Administration of Medications (Pharmacology) levels

PUBLICATIONS:

Various publications in the following categories are available free of charge:

- Adult Education
- Agriculture
- Consumer and Homemaking Education
- Home Economics Wage-Earning Programs
- Industrial Arts
- Trade and Industry
- Cooperative Agreement (programs & services to handicapped students)
- A Model for Placing Handicapped Students in Vocational Programs
- A Handbook for Local Advisory Councils on Vocational Education
- Instruments and Procedures for the Evaluation of Vocational/Technical Education Programs at the Secondary Level
- Publication for Equity Guidelines for State Department Staff
- Safety Education in the School Shop
- Bureau Directories

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VOCATIONAL EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	758,419	167,954	92,558		497,907	
Health Benefits	40,325	7,846	5,459		27,020	
Retirement	130,150	30,028	15,757		84,365	
Other Fringe Benefits	3,066	790	312		1,964	
Computer Services—Comm	1,071				1,071	
Computer Services—State	30,288				30,288	
Other Contractual Service	706,214	160,540	26,285		519,389	
Rents	19,380	2,692	7,857		8,831	
Commodities	38,853	7,665	15,729		15,459	
Grants—Subsidies—Pensions	5,019,422	2,576,023	14,972		2,428,427	
Equipment	27,359		349		27,010	
Transfers to Other Funds	38,814		5,205		33,609	
TOTAL EXPENDITURES	6,813,361	2,953,538	184,483		3,675,340	

EMPLOYMENT REHABILITATION ADVISORY BOARD

JAMES CASE, CHAIRMAN

Central Office: Deering Bldg., A.M.H.I. *Telephone:* 289-3751
Mail Address: State House Station 27, Augusta, Maine 04333
Established: 1986 *Sunset Termination Scheduled to Start by:* July 1, 1988
Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 492; *Citation:* 39 M.R.S.A., Sect. 89
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the Chairman of the Workers' Compensation Commission and the Administrator of the Office of Employment Rehabilitation regarding the purposes of the rehabilitation statute.

ORGANIZATION: Nine members, appointed by the Governor, representing employees, employers, and the public. Meetings are held monthly in various locations around the state. Administrative and clerical support provided by Office of Employment Rehabilitation.

PROGRAM:

The Rehabilitation Advisory Board has met monthly since its creation to discuss the rules and procedures of the rehabilitation system, to educate and obtain feedback from the public, and to give advice and counsel to the Administrator and the Chairman of the Commission.

FINANCES, FISCAL YEAR 1987: The expenditures for this unit are, by administrative decision, included with those of Office of Employment Rehabilitation.

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

HERBERT A. MERRILL, CHAIRMAN
RONALD F. HANSON, Executive Secretary

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-3484
Mail Address: 32 Winthrop St., Augusta, Maine 04330 289-3094 (TTY)
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 334; *Citation:* 26 M.R.S.A., Sect. 799
Average Count—All Positions: ¾ *Legislative Count:* 0

PURPOSE: The Committee conducts an on-going program to promote employment of disabled persons. In carrying-out this function the Committee works with employers, public and private agencies, the community and consumers to identify needs and resources that affect employment opportunities for disabled citizens. The Committee is also charged with the provision of technical assistance as it relates to architectural barrier removal and to be advocates for people with disabilities on issues which interfere with equal opportunity for employment.

ORGANIZATION: The Maine committee was established in 1948 to provide a state program in cooperation with the President's Committee on Employment of the Physically Handicapped, which was established by an Act of Congress in 1947.

The Maine committee received its first legal status through an Executive Order, on November 4, 1968. Its statutory authority was provided through an Act "Establishing the Governor's Committee on Employment of the Handicapped" which was enacted by the 104th Legislature, on June 30, 1969. This legislation was amended by the 111th Legislature based on recommendations of the Audit and Program Review Committee. The Committee is composed of 18 members appointed by the Governor to 3 year terms.

PROGRAM:

The Committee is charged with the responsibility of informing the public on the laws and regulations relating to architectural barriers. To that end, voluminous materials are mailed to various individuals/organizations on issues such as laws on accessibility, application for motor vehicle plates/placards for the handicapped driver/occupant, laws both federal and state.

The committee reviews legislative proposals affecting the rights of people with handicaps and offers testimony.

In addition, the Committee provides technical assistance to employers on job site modifications. And, through the slide/tape presentation on the Job Accommodation Network (JAN) employers are informed of how they can access national computerized assistance for job site modification.

To accomplish the many goals of the Committee, monthly and semimonthly meetings were held along with various meetings of sub-committees. The major portion of these meetings were spent to plan a first of its kind "Employers' Workshop." This workshop was held on October 8, 1986 in Bangor. The Committee also spearheaded the Blaine House Tea to honor and commemorate the kickoff of National Employment of the Handicapped week. Keynoting this meeting was the Chairman of the President's Committee, Harold Russell. Press conferences were held with all of the major media to highlight NETH week.

Prior to these aforementioned events, Maine's Governor's Committee hosted a meeting of Region I State Governors' Committee in September in Portland, Maine.

Along with the State 504 Coordinator, a training conference was held in Bangor to train code enforcers, architects, building contractors, etc. on Maine law on accessibility. Similar training sessions were held for architects in Lewiston and Portland.

Thousands of materials (parking ticket reminders, Maine Law on Barrier Removal) were distributed.

GOALS FY '88:

(1) To develop a legislative package of new and revised laws which will increase the opportunities and the rights of the handicapped.

(2) To conduct a workshop for employers in the Spring of 1988 which will provide education to employers on how easy it is to hire the handicapped.

(3) To increase employment opportunities by using print and electronic media.

(4) To conduct handicapped awareness training for employers' distribution and certification.

LICENSES, PERMITS, ETC.:

International Symbol of Access

PUBLICATIONS: The only publications that the Governor's Committee publish are:

1. Parking Reminders
2. Maine Laws on Accessibility

The following are available at no charge:

1. The Law and Disabled People
2. Maine's Laws on Architectural Accessibility (This is being revised.)
3. Employer Guide: How to Successfully Supervise Employees With Disabilities
4. Employer Guide: Simple Steps to Job Accommodation

These publications are available free from the President's Committee on Employment of the Handicapped.

FINANCES, FISCAL YEAR 1987: The expenditures for this unit are included with the Bureau of Rehabilitation, Department of Human Services.

ADVISORY COUNCIL ON ENERGY EFFICIENCY BUILDING PERFORMANCE STANDARDS

ALAN MOONEY, CHAIRMAN
PATRICK NORTON, Office of Energy Resources

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-3811
Mail Address: Statehouse Sta. #53, Augusta, Maine 04333
Established: September 14, 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 347; *Citation:* 10 M.R.S.A., Sect. 1414

PURPOSE: The Advisory Council oversees the development and implementation of Energy Efficiency Building Performance Standards as required under 10 MRSA Chapter 214. The Council must approve all standards and amendments thereto adopted by the Director of the Office of Energy Resources pursuant to that chapter. The Council also reported after two years to the Legislature regarding the implementation of the Energy Efficiency Building Performance Standards. This report was submitted in January, 1982.

ORGANIZATION: The members are as follows: Alan Mooney, Engineer; George Terrien, Architect; Bion Foster, Contractor; Ken McAfee, Banker; Lynn Goldfarb, Industrial Representative; Monroe Hall, Municipal Official, Don Grant, Building Inspector, Jay LeGore, Contractor, and David Markovchick. One position, a commercial representative, is vacant.

PROGRAM: The Council was appointed in early 1980 and held its first meeting on January 29, 1980. After four additional meetings, the Council gave interim approval to the standards presented by the Office of Energy Resources staff. The Standards approved by the Council were delivered to the Energy and Natural Resources Committee of the Legislature for review. Following this, the Council gave final approval to the Energy Efficiency Building Performance Standards and they were adopted in July, 1980. Since that time the program has focused on energy education for builders, bankers, realtors and the public. Publications for lumber dealers on energy efficiency have been distributed and numerous workshops have been conducted. The 112th Legislature enacted legislation that calls for the updating of the energy standards and making them mandatory for publicly-funded buildings. The Council worked with the OER staff and an appointed Task Force and achieved this objective by January 1, 1987. The Energy Efficient Building Standards Task Force held three full meetings since July 1, 1986. Building Standards for publicly funded buildings were approved by the Council in December 1986 and became law on January 1, 1987.

The Council on Energy Efficiency Building Performance Standards completed its revision of the Maine Voluntary Energy Efficiency Building Standards in December of 1986. The Building Standards were updated to reflect changes necessary for the implementation of the Mandatory Standards for Publicly Funded Buildings (10 M.R.S.A. Section 1415-B) which became effective on January 1, 1987.

The Mandatory Building Standards for Publicly funded Buildings requires that towns submit "Notice of Intent to Comply" forms with the OER. Notice of Intent forms are filed with the town by the owner of any new construction or substantial renovation projects which are subject to the mandatory standards. Enforcement of these standards is the responsibility of the OER.

PUBLICATIONS:

Manual of Accepted Practices	Fee $3.00
Energy Efficiency Building Standards	Fee $5.00
Enersave	

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Office of Energy Resources.

STATE ENERGY RESOURCES ADVISORY BOARD

HARVEY E. DeVANE, DIRECTOR, OFFICE OF ENERGY RESOURCES

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-3811
Mail Address: Statehouse Sta. #53, Augusta, Maine 04333
Established: 1974 *Sunset Termination scheduled for:* July 1, 1987
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 321; *Citation:* 5 M.R.S.A., Sect. 5007
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the State Energy Resources Advisory Board is to provide information and assistance in the development of a state energy resources plan and policy and with regard to the OER's activities as requested by the director. The board acts only in an advisory capacity and has no power to control the activities of the office.

Pursuant to the February 21, 1986 statutory recommendation by the Committee on Audit and Program Review, the State Energy Resources Advisory Board (5 M.R.S.A., subsection 5007 and 5008) will be discontinued, as of July 1, 1987 by act of the Maine Legislature, under the provisions of the Maine Sunset Law.

ORGANIZATION: The State Energy Resources Advisory Board consists of the following: one member of the House of Representatives to be appointed by the Speaker of the House and to serve a term of 4 years; one member of the Senate to be appointed by the President of the Senate and to serve a term of 4 years; the Public Advocate, and one representative of the Public Utilities Commission and with those Legislators to serve ex officio; and 6 members to be appointed by the Governor, the members to be selected on the basis of their interest, education and experience in the areas of energy planning, research and development. The members appointed by the Governor shall serve 4-year terms except those first appointed who shall serve terms as follows: one representative of industry to serve a term of 2 years; one representative of labor to serve a term of 3 years; one representative of the academic community to serve a term of 3 years; one representative of the business community to serve a term of 4 years; and 2 representatives of the general public, one to serve a term of 2 years, the other to serve a term of 4 years.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Office of Energy Resources

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DEAN C. MARRIOTT, COMMISSIONER
HOLLIS A. McGLAUFLIN, Acting Deputy Commissioner

Telephone: 289-2811
Central Office: AMHI, Ray Building *Incoming WATS line:* 1-800-452-1942
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096; *Citation:* 38 M.R.S.A., Sect. 341

Average Count—All Positions: 257 (includes 12 seasonal)
Legislative Count: 297 (includes 12 seasonal)

Organizational Units:
- Board of Environmental Protection
- Bureau of Air Quality Control
- Bureau of Land Quality Control
- Bureau of Oil and Hazardous Materials Control
- Bureau of Water Quality Control

PURPOSE: The Department of Environmental Protection is charged by statute with the protection and improvement of the quality of our natural environment and the resources which constitute it, and the enhancement of the public's opportunity to enjoy the environment by directing growth and development which preserves for all time an ecologically sound and aesthetically pleasing environment. The Department will advocate programs and regulatory decisions that contribute to the achievement of this mission.

In pursuing this mission, it is the policy of the Department to treat its employees and the public with courtesy, respect and consideration and to be fair and honest in its dealings, and to be mindful of the special qualities that make Maine a unique place to live and work.

The Department, through authority vested in the Commissioner and the Board of Environmental Protection, exercises the police powers of the state to prevent the pollution of the natural environment. It recommends to the Legislature measures for elimination of environmental pollution; grants licenses, and initiates enforcement actions. Its staff negotiates agreements with federal, state and municipal agencies, administers laws relating to the environment and exercises whatever other duties that may be delegated by the Board.

ORGANIZATION: The Department of Environmental Protection is descended from the Sanitary Water Board, created in 1941, to study, investigate and recommend means of eliminating pollution and to prevent pollution of waters used for recreational purposes in the state. In 1951, it was renamed the Water Improvement Commission. The Commission was renamed the Water and Air Environmental Improvement Commission in 1967 when its duties were expanded to include air pollution. That title was shortened to Environmental Improvement Commission in 1969.

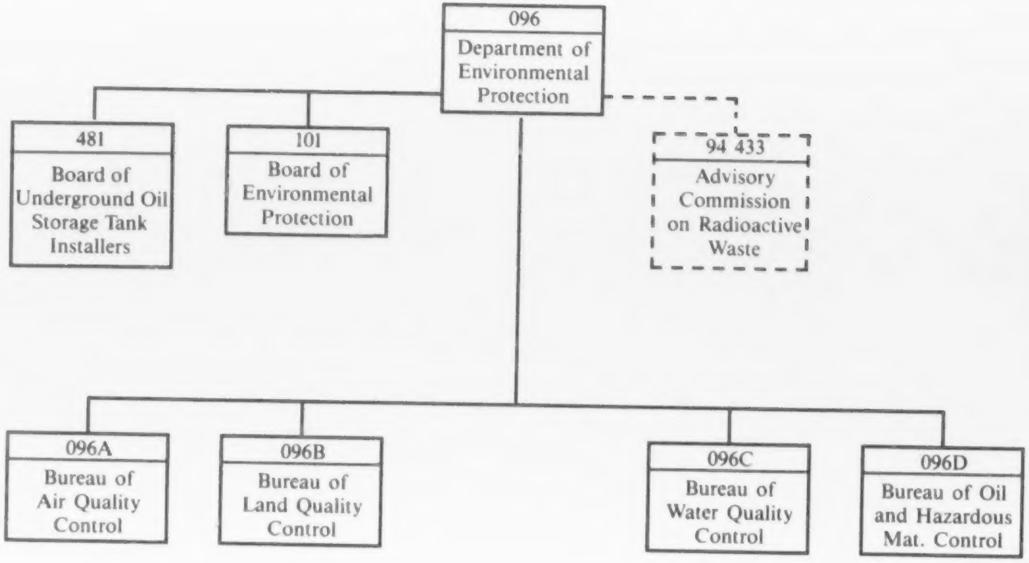
On July 1, 1972, the Commission became the Board of Environmental Protection (BEP) and a new Department of Environmental Protection (DEP) was created, consisting of the Bureaus of Air Quality Control, Land Quality Control and Water Quality Control. A Bureau of Oil and Hazardous Waste Control was added in 1980.

The Board consists of ten members appointed by the Governor, for terms of four years.

PROGRAM: The Department of Environmental Protection's activities, goals, objectives and plans are reflected in the reports of the individual bureaus. Support services are provided to the Department by the Bureau of Administrative Services in the areas of the public assistance, administration, computer services and management and planning. These services are provided under the supervision of the deputy commissioner, who also serves as the bureau director.

Division of Public Assistance. This division is responsible for keeping the public informed of the operations of the department, securing maximum public input in departmental processes, assisting the public in complying with environmental laws and regulations and providing an educational service on environmental matters and issues. The division coordinates departmental hearings and workshops, maintains permit tracking service and assists applicants through the

ORGANIZATIONAL CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION
UMB 06


096
Department of Environmental Protection
481
Board of Underground Oil Storage Tank Installers
101
Board of Environmental Protection
94 433
Advisory Commission on Radioactive Waste
096A
Bureau of Air Quality Control
096B
Bureau of Land Quality Control
096C
Bureau of Water Quality Control
096D
Bureau of Oil and Hazardous Mat. Control

Approved by the Bureau of the Budget

ORGANIZATIONAL CHART FOR FY 87
DEPARTMENT OF ENVIRONMENTAL PROTECTION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,799,346	2,543,860	1,080,032		2,175,454	
Health Benefits	305,155	127,543	55,525		122,087	
Retirement	989,630	432,216	188,105		369,309	
Other Fringe Benefits	27,523	10,312	5,277		11,934	
Computer Services—State	47,010	17,621	26,142		3,247	
Other Contractual Service	2,894,651	558,232	1,036,361		448,906	851,152
Rents	31,339	13,902	12,041		5,396	
Commodities	274,329	94,611	126,545		53,146	27
Grants—Subsidies—Pensions	9,699,180	230	54,973		191	9,643,786
Buildings and Improvement	492		246		246	
Equipment	334,660	38,275	232,939		63,446	
Interest—Debt Retirement	18	16			2	
Transfers to Other Funds	258,929		113,033		145,896	
TOTAL EXPENDITURES	20,662,262	3,836,818	2,931,219		3,399,260	10,494,965

licensing processes. The division provides news releases, graphics and environmental material for the media, provides speakers and audio-visual programs, publishes a newsletter and edits and distributes pamphlets and brochures. The division operates a technical service library and a toll-free citizens environmental assistance telephone service.

Division of Management Planning. This division coordinates intra-departmental issues and assists the Commissioner in developing policy and program changes which affect more than one segment of the department. It is responsible for developing federal grants, acts as a liaison to the Governor's office and Legislature, and prepares the Department's budget.

Division of Administrative Services. This division has two units, financial and personnel. The financial unit provides centralized accounting, fiscal and purchasing services and is responsible for managing, controlling, and reporting fiscal activities of the department in accordance with statutory and regulatory requirements and accepted accounting principles. The personnel unit is responsible for all staff personnel actions of the department, employee orientation, payroll preparation, personnel information and statistics and implementation of personnel rules and regulations and labor contracts.

Computer Services Division. This division consists of two units, data entry/computer operations and systems and programming, which provide centralized data/word processing support for the department. The data entry/computer operations unit provides initial response to user requests and coverage for the computer hardware including preventative maintenance. The systems and programming staff are involved with systems analysis, design and implementation, are responsible for systems software and user access security, installation of communications, procurement of data/word processing equipment and staff training.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection is the legal authority of the Department and, as such, is ultimately responsible for issuing all permits and licenses.

PUBLICATIONS:

Protecting Your Lake, A Citizen's Guide to the Great Ponds Act.
Protecting Your Coastal Wetlands, A Citizen's Guide to the Wetlands Law.
Cleaning Up the Water, Private Sewage Disposal in Maine.
Sludge: The Resource of Wastewater.
Wastewater Treatment Grants.
Clean Water: Our Precious Resource.
The Air Around Us.
Disposal by Incineration
EnvironNEWS, monthly bulletin containing reports on current environmental issues.
All are free.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF ENVIRONMENTAL PROTECTION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,011,323	554,526	264,545		192,252	
Health Benefits	56,195	26,308	15,412		14,475	
Retirement	166,803	89,653	44,511		32,639	
Other Fringe Benefits	4,065	2,077	1,177		811	
Computer Services—State	12,635	9,082	2,094		1,459	
Other Contractual Service	236,999	129,121	106,978		900	
Rents	1,535	543	992			
Commodities	17,366	14,892	2,406		68	
Grants—Subsidies—Pensions	25	25				
Equipment	171,566	3,104	168,462			
Transfers to Other Funds	32,390		22,251		10,139	
TOTAL EXPENDITURES	1,710,902	829,331	628,828		252,743	

BOARD OF ENVIRONMENTAL PROTECTION

E. CHRISTOPHER LIVESAY, CHAIRMAN

Central Office: AMHI-Ray Building, Augusta *Telephone:* 289-2811
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 101; *Citation:* 38 M.R.S.A., Sect. 341
Average Count—All Positions: 10 *Legislative Count:* 0

PURPOSE: It is the duty of the Board, exercising the police power of the state, to control, abate and prevent the pollution of the air, waters, coastal flats and prevent diminution of the highest and best use of the natural environment of the State.

ORGANIZATION: The Board of Environmental Protection consists of 10 members appointed by the Governor, subject to review by the Joint Standing Committee on Natural Resources and approval by the Legislature. Members serve for a term of 4 years. The Governor appoints one member to serve as chairman.

Members receive $55 per day for each meeting or hearing attended. They also receive reimbursement for travel expenses incurred while attending any meetings of the Board or for any other travel in connection with official board business while under the specific authority of the Board.

Meeting times and places are determined by the Board. Six members of the Board constitute a quorum for the purpose of conducting any meeting. Four members are a quorum for a rule-making hearing and two members are a quorum for an adjudicatory hearing.

PROGRAM: The Board holds regular meetings on the second and fourth Wednesdays of each month. These meetings are open to the public. In addition, the Board holds public hearings on proposed rules and individual applications. Board members receive material on all pending matters in advance of the regular meetings and are mailed copies of all transcripts of testimony at public hearings.

LICENSES, PERMITS, ETC.

- Licenses:
  - Air Emission
  - Dredge Disposal Sites
  - Land Fill
  - Oil Terminals
  - Septage Sites
  - Waste Water Treatment Plant Sludge
  - Hazardous Waste Facility
  - Hazardous Waste Transporter
- Permits:
  - Alteration of Coastal Wetlands
  - Log Storage Permits
  - Mining/Rehabilitation of Land
  - Site Location of Development
  - Shoreline Alterations
  - Small Hydro
  - Sludge Utilization
  - Experimental Discharge
  - Federal Consistency Determination
  - Water Quality Certification

FINANCES, FISCAL YEAR 1987: 38 MRSA, Section 361 provides that expenditures of this unit shall be borne by Department of Environmental Protection and are, therefore, included in its financial display.

BUREAU OF AIR QUALITY CONTROL

JOHN L. BASTEY, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2437
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096A; *Citation:* 38 M.R.S.A., Sect. 581
Average Count—All Positions: 38 *Legislative Count:* 39

PURPOSE: The Air Quality Control Bureau exists to carry out state air pollution law and the Federal Clean Air Act Amendments of 1977.

ORGANIZATION: Three divisions compose the Air Quality Control Bureau: the Division of Air Quality Services, the Division of Technical Services, and the Division of Licensing and Enforcement.

PROGRAM: The quality of Maine's air is judged by the amounts of "criteria" air pollutants present. The criteria pollutants are: total suspended particulate matter, sulfur dioxide, carbon monoxide, nitrogen dioxide, hydrocarbons, ozone and lead.

Listed below are the numbers of permanent monitoring network sites operated by the Bureau.

	Number of Sites	
Permanent Statewide Network Sites:	24	Total Suspended Particulate
	7	Sulfur Dioxide (continuous)
	0	Oxides of Nitrogen (continuous)
	7	Ozone (continuous)
	4	Lead
	1	Carbon Monoxide (continuous)
	0	Hydrocarbon (continuous)
	9	Fine particulates
Industrial Statewide Monitoring Sites:	Number of Sites	
	33	Total Suspended particulates
	14	Sulfur Dioxide (continuous)
	5	Fine Particulate
	2	Ozone

In addition to data collected by the Bureau, many industries are required to operate private ambient-air monitoring programs and submit data to the Bureau. The Bureau supports these programs by conducting independent audits and performance checks to provide a high degree of quality assurance on all air quality data being generated within the state.

The data collected from these sites, including an analysis of trends and summary of violations of ambient air quality standards, are published in an annual report of air quality in Maine and are available from the Bureau of Air Quality Control.

In addition, the Bureau of Air Quality is actively involved in collecting acid precipitation/acid deposition data from: Bridgton, Greenville, Caribou, and Acadia National Park. The Bureau has also expanded its attention to the particulate constituents on all "violation" filters including particle size distribution.

With respect to ozone, the Bureau now forecasts for local media whenever levels are expected to exceed the unhealthful level on the Pollutant Standard Index (PSI) scale.

Licensing. Besides issuing renewal licenses, amendments and transfers, the Bureau has continued to operate the New Source Review Program, implementing provisions of the Federal Prevention of Significant Deterioration Program (PSD) for new major emitting sources. Applicants are not required to obtain a federal PSD permit since Maine's licensing program has been approved as the State Implementation Plan (SIP) by EPA. In conjunction with the licensing activities, sales, use and property tax certifications for pollution control equipment/devices are done by the Bureau.

Listed below is a summary of licensing activities with frequencies.

Activity	Number Issued
Renewal Air Emission Licenses	52
New Air Emission Licenses	18
Air Emission License Amendments	14
Air Emission License Transfers	3
Sales, Use and Property Certifications	8

Enforcement. Air quality and Emission Standards and PSD increments are found in statutes and regulations. Compliance with these standards is maintained through air emission licenses, routine annual inspections of licensed sources, special oversight inspections by U.S. Environmental Protection Agency and inspections resulting from citizen's complaints. In order to bring sources into compliance, various enforcement actions may result.

Listed below is a summary of enforcement actions with frequencies.

Activity	Number Issued or Dollars Collected
Notice of Violation	11
Abatement Orders Negotiated	7
Violations Referred to the Attorney General	3
Citizens Complaints Investigated	217
Penalties	$26,500
Compliance Inspections	213

Area Redesignations. The 1977 Amendment to the Clean Air Act required identification of areas not then meeting the federal ambient air quality standards and control strategies to be implemented to demonstrate attainment by December 31, 1982. The following table summarizes the status of nonattainment areas.

LOCATION	POLLUTION	STATUS
Augusta	TSP	Have implemented regulations deemed reasonable for rural non-attainment areas; additional controls or reduction of incoming precursors will be necessary to meet standards
Baileyville	TSP	
Lincoln	TSP	
Bangor-Brewer	TSP	
Southern Maine	Ozone	

Technical Services:

Ozone: The Bureau has been conducting a study to analyze air quality data including ozone, non-methane organic compounds and nitrogen oxides and to evaluate local meteorological conditions and their relationship to measured ozone concentrations. The purpose of the study is to develop a better understanding of ozone levels in Maine, sources which contribute to the problem and what can be done to meet air quality standards.

Acid Rain: An updated report was completed on "Maine Acid Rain Study" which includes sources, transport and deposition, the impact on Maine's environment and control options. Annual sulfur deposition was studied, and a High Elevation Lake Monitoring program was conducted. With the aid of the staff of the New York Department of Environmental Conservation, a long range transport model was used to determine sulfur deposition in Maine resulting from sulfur dioxide emissions in the U.S. and Canada.

The Department reported to the Legislature on long range pollutant transport and nitrogen oxides as a precursor to acid rain and ozone.

Hazardous Air Pollutants: The Bureau has been working with the Scientific Advisory Panel and the Northeast States For Coordinated Air Use Management on the risk assessment of Toluene, woodsmoke, and Perchlorethylene. The Scientific Advisory Panel has also an interim exposure guideline for hazardous air pollutants. The guidelines will provide a preliminary measure of the health impact associated with emissions of hazardous air pollutants. The guidelines are intended to be incorporated into the air emission licensing program for new sources.

Emission Inventory: The Bureau maintains a computerized emissions data file for all licensed air emission sources and area sources such as automobile emissions and residential fuel combustion. Work was completed to update the emission inventory for all sources where emissions exceed 100 tons per year of any criteria air pollutant.

Prevention of Significant Deterioration (PSD): The Bureau has been revising its regulations governing the licensing of air pollution sources. Maine's licensing procedures will more closely align with EPA regulations focusing on new source review, PSD and non-attainment provisions.

Anti-Tampering Program: Steps were taken to assist the state in complying with requirements of the consent agreement with EPA. This included inspection of the Maine Forest Service fleet for tampering violations and inspection of all DOC fueling stations for non-compliance. Private sector inspection station records were audited.

Tank Truck Tightness: A DEP/EPA sponsored workshop was held in an effort to reduce Maine source contribution to the ozone problem. Developing a self-certification regulation was a major objective.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection technically issues all licenses and permits for the Department.

PUBLICATIONS:

Publications are available through the Division of Public Assistance as described under the Departmental heading.

1) Bureau of Air Quality Control Annual Report — Free
2) Bureau of Air Quality Control Annual Air Quality Data Report — Free
3) Hazardous Air Pollutants in Maine: Emissions Inventory and Ranking System — Free
4) Acid Rain in Maine — Free

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AIR QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	732,891	363,337			369,554	
Health Benefits	38,147	17,170			20,977	
Retirement	126,179	63,375			62,804	
Other Fringe Benefits	3,029	1,423			1,606	
Computer Services—State	5,942	4,977			965	
Other Contractual Service	127,357	57,149			70,208	
Rents	4,005	1,839			2,166	
Commodities	30,524	5,929			24,595	
Grants—Subsidies—Pensions	39				39	
Equipment	35,988	14,845			21,143	
Interest—Debt Retirement	16	16				
Transfers to Other Funds	27,467				27,467	
TOTAL EXPENDITURES	1,131,584	530,060			601,524	

BUREAU OF LAND QUALITY CONTROL

PAULA M. CLARK, ACTING DIRECTOR

Central Office: AMHI, Ray Bldg., *Telephone:* 289-2111
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:*
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096B; *Citation:* 38 M.R.S.A., Sect. 1301
Average Count—All Positions: 48 *Legislative Count:* 36

PURPOSE: The Bureau of Land Quality Control is responsible for administering nine environmental laws designed to protect and improve the quality of the natural environment and resources of the state.

The state laws include: Site Location of Development Act; Great Ponds Act; Stream Alteration Act; Freshwater Wetlands Act; Maine Waterway Development and Conservation Act; Maine Dam Inspection, Registration, and Abandonment Act; Coastal Wetlands Act and Sand Dunes Act; Mandatory Shoreland Zoning Act (administered jointly with the Land Use Regulation Commission); Solid Waste Management Act (includes non-hazardous solid waste, septage and sludge disposal).

The Land Bureau receives some funding under the Coastal Zone Management Act in return for state-level enforcement and administration of the core laws. The Bureau is also responsible for the completion of Federal Consistency reviews.

ORGANIZATION: There are three divisions in this bureau, the Division of Licensing and Review, the Division of Enforcement and Field Services, and the Division of Technical Services. In addition a Secretarial Services Unit exists which provides clerical services to the entire Bureau.

PROGRAM:

Division of Licensing and Review: The Division prepares recommendations to the Board of Environmental Protection for: permit applications pertaining to the Site Location of Development Act, Alteration of Coastal Wetlands, Great Ponds Act, Freshwater Wetlands Act, Stream Alteration Act, Solid Waste Management Act, Statement of Consistency with Maine's Coastal Zone plan.

The following number of orders, Certifications and Consistency actions have been processed in fiscal year 1986:

Hydro	38
Site Location	380
Coastal Wetlands	307
Sand Dunes	177
Great Ponds	213
Freshwater Wetlands	10
Stream Alteration	136
Solid Waste	131
Water Quality Certifications	19
Consistency Actions	0
Delegation of Authority to Qualified Communities	2
Dams Registration Act (Water Level)	0
	1,413

In addition to the above actions, emergency rules for Stream Alteration projects were issued to deal with conditions created by the flood of 4/1/87. Approximately 150 notices of work were filed within the 90 day emergency period.

Division of Enforcement & Field Services: The Division consists of four regional offices in Augusta, South Portland, Bangor, and Presque Isle, a Special Projects Unit and a Shoreland Zoning Unit.

The regional offices are responsible for complaint resolution, compliance inspections, enforcement actions and public information. As Land Bureau representatives in the field, they also assist with application procedures, explain laws and regulations and serve as a general environmental information resource for the various regions.

Last year the enforcement staff responded to 1,339 citizen complaints related to environmental issues and in excess of 3,000 requests for information and assistance in addition to compliance and enforcement activities.

The Special Projects Unit provides support to the Bureau in various areas, particularly solid waste management issues. This unit is able to provide information to municipalities on disposal options and costs.

The Shoreland Zoning Unit is responsible for the oversight and administration of the Shoreland Zoning program on a state-wide basis. The unit is able to provide assistance to municipalities on shoreland zoning issues.

Division of Technical Services: The Division provides geological, soils, hydrologic and engineering support to the Bureau through application review, enforcement support, and technical assistance. The Division consists of three geologists and three engineers in the Augusta office. The technical services staff reviewed 470 projects and applications in 1986, 391 applications for the Division of Licensing and Review and 79 projects for the Division of Enforcement and Field Services. Reviews are primarily in the areas of solid waste management and site location of development.

PUBLICATIONS:

The following publications are available from the Bureau free of charge: (they are also available from the Division of Public Assistance as described under the Departmental heading).

Site Location of Development (August 1986)
Protecting Your Coastal Wetlands (September 1983)
Protecting Your Lake (January 1987)
Waste Management Laws (September 1981)
Solid Waste Management Regulations
Septage Management Rules
A Guide to Land Use Laws Administered by DEP (January 1982)
Bureau of Land Quality Control (July 1983)
Alteration of Rivers, Streams & Brooks Act
An Act to Protect Freshwater Wetlands
Guidelines For Municipal Shoreland Zoning Ordinance
Hydropower Development Regulations
Maine Dam Inspection Registration & Abandonment Act

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LAND QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	698,306	582,961	11,924		103,421	
Health Benefits	37,645	30,824	1,074		5,747	
Retirement	120,081	100,443	2,019		17,619	
Other Fringe Benefits	3,961	2,790	41		1,130	
Computer Services—State	1,633	1,633				
Other Contractual Service	153,259	152,968	200		91	
Rents	1,613	1,613				
Commodities	17,566	17,566				
Grants—Subsidies—Pensions	10,032	85				9,947
Equipment	5,899	5,899				
Transfers to Other Funds	6,612		789		5,823	
TOTAL EXPENDITURES	1,056,607	896,782	16,047		133,831	9,947

BUREAU OF WATER QUALITY CONTROL

STEPHEN W. GROVES, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-3901
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096C; *Citation:* 38 M.R.S.A., Sect. 361A
Average Count—All Positions: 91 *Legislative Count:* 102

PURPOSE: The Bureau of Water Quality Control is responsible for reviewing the quality of Maine's waterways and reporting their best uses and recommended classifications to the Legislature. Once legal standards have been established, the Bureau must ensure that the classifications are attained and maintained. Many of the activities of the Bureau are mandated on an annual basis by federal laws and are funded through the Federal Water Pollution Control Act. Federal funds for the past fiscal year have included approximately $1.8 million of program grant funds to aid the Bureau in carrying out its responsibilities under both state and federal laws. State funding levels for the water pollution control program must remain constant or increase in order for the department to remain eligible for federal program and wastewater treatment plant planning and construction management grants. The Bureau is in the process of reviewing the classifications of all the State's waters over a three year period. The Androscoggin and Kennebec River basins will be reviewed during FY 88.

ORGANIZATION: The Bureau of Water Quality Control has five divisions and regional offices in Portland, Presque Isle and Bangor.

PROGRAM:

Division of Licensing and Enforcement. The Division regulates the discharge of pollutants to surface or ground waters of the state as authorized under the Protection and Improvement of Waters Law with a combination of licensing, certification and enforcement activities. The following is a summary of division activities during FY 87:

State Licenses Issued (renewals and new)	
Municipal	17
Industrial	29
Commercial	46
Residential	332
Dredging	3
Aquatic Pesticides	1
Experimental	1
License Applications Denied	35
Certification of U.S. EPA NPDES Permits	35
Certification of Sales and Use Tax Exemption Approved	20
Certification of Sales and Use Tax Exemption Denied	8
Certification of Property Tax Exemption Approved	19
Certification of Property Tax Exemption Denied	8
Certification of Fame Loan Applicants	27
Administrative Enforcement Agreements Issued	9
Referrals to Attorney General's Office	0
Cases Processed Under Rule 80(k) of the District Court Civil Rules of Procedure	1

Division of Operation and Maintenance is responsible for inspecting municipal, industrial, commercial and residential treatment plants. Other ongoing responsibilities include O & M Manual, wastewater treatment plant plan and specification review, investigation of citizen complaints, computer input for the waste discharge licensing program and the operator's certification program.

The division maintains a program of sampling and inspecting publicly owned treatment facilities as well as residential and commercial installations.

The O & M Division continued its staff proficiency program with inhouse training sessions and specialized seminars in wastewater treatment, management and communications. The division has the primary management responsibility for the Environmental Protection Agency's Permit Compliance System and is continuing the process of implementing that system for computer tracking of permit compliance. The division is also tasked with increasing responsibility for pretreatment audits of the state's wastewater treatment plants with pretreatment programs. The division conducted technical assistance and site specific training under a federal training grant aimed at plants having non-compliance and operational problems. Each plant receiving this assistance either returned to compliance or substantially improved. The assistance procedures developed in this program are being incorporated into routine work programs.

The Division improved its ability to investigate and resolve complaints received from the public relevant to violations of water quality law and regulations. Also, improvements have been made in the implementation of both the PCS and pretreatment programs using EPA grant monies.

The division's goals for FY 88 are to continue our active efforts in technical assistance, training, pretreatment, and compliance monitoring. Also, using newly awarded EPA grant monies we intend to develop and implement new and improved enforcement tracking and coordination procedures.

Inspections of wastewater treatment plants:

Municipal	388
Industrial	85
Residential	1200
Commercial	315
Citizen Environmental Complaints	398
Training Sessions	15
Technical Assistance Projects (New)	5
Technical Assistance Projects (Cont'd)	8
Operation Management Evaluations	10

Division of Laboratory Services. The Division of Laboratory Services is the primary source of chemistry expertise for the Department. Consequently, the staff is frequently involved in planning, developing ambient and point source standards, experimental design and execution, permit review, contract review, and general consultation to all divisions and programs where the skills of a chemist are needed. Staff background and experience cover all areas of environmental concern including water, soil, and air.

The laboratory group is the Department's primary analytical resource. The facility is fully equipped to meet the analytical demands of all programs including lakes, clean water, clean air, hazardous materials, underground tanks, and solid waste. Major analytical groups include metals, nutrients, wastewater, hydrocarbons (gasoline and fuel oil), bacteria, pesticides, and hazardous substances (like solvents) in all environmental matrices. Recently, methods have been implemented to determine the presence of pollutants in the more difficult marine sediment and tissue matrices, a unique capability in Northern New England.

Quality control is an important element. A thorough review of laboratory quality assurance and method documentation is underway to assure that Department data quality equals or exceeds Federal government requirements for EPA programs. The laboratory also has a substantial role in development of other Departmental quality assurance programs and similar programs with Department contractors.

Division of Municipal Services: The primary function of the division is to administer a construction grants program that funds planning, design and construction projects for municipal wastewater treatment facilities. The program utilizes both federal and state grants. The source of federal funds is the U.S. Environmental Protection Agency (EPA) and the source of state funds is a bond issue administered by DEP. Projects are funded by 55% EPA funds, 25% D.E.P. and a local share of 20%. The program includes preliminary planning to identify the problems and offer alternative solutions; the preparation of construction plans and specifications for the option selected from the planning process; and the actual construction of the wastewater treatment facility. State grants only of up to 90% are also available for projects which can be constructed for $100,000 or less.

Since the program's inception, over $500 million of water pollution abatement facilities have been built in the State of Maine. There are more than 110 municipal treatment facilities in operation. The program is authorized in the future by the Clean Water Act Amendments of 1987. The grant program will be replaced by State revolving loan funds. The transition years are FY 89 and FY 90. Federal funding support comes to an end in FY 94.

The FY 87 program included projects in Dover-Foxcroft, Howland, Washburn, Eastport, Northport, Patten, Sinclair, Anson, Mattawamkeag, and Warren. Small community projects proceeded in the towns of Jonesport, Cutler, Whiting, Ashland, Dennysville, Patten, Mattawamkeag, Addison, Steuben, Bradley, Cherryfield, Gouldsboro, Lubec, Machiasport, Pembroke, Penobscot, Sullivan, Columbia Falls, Easton, Harrington, Monson, New Portland, Norridgewock, Portage, Presque Isle, Lincolnville, Edmunds, Perry, Surry, Cornish, Eastbrook, Eddington, Hodgdon, Island Falls, Liberty, Masardis, and Mount Chase.

The Municipal Services Division also administers a program for land application of sludge and utilizable resources. This program has been very successful in using residuals for beneficial purposes.

Division of Environmental Evaluation and Lake Studies. As we stated in the 1986 Annual Report, this Division was reorganized according to recommendations made by the 1983 Trafton Commission. This "new division" was the result of combining staff from two previous divisions in the Water Bureau. With the formation of five sections with leaders it has worked quite well and the Water Bureau as a whole has benefited.

The responsibilities of this Division are varied and listed as follows:

1. Administer the State's Great Pond (Research) Program — Title 38, M.R.S.A., Section 386-390.
2. Direct the State's Lake Restoration and Protection Program — Title 38, M.R.S.A., Section 390-A.
3. Provide biological and geological expertise to the DEP staff and Board as required.
4. Direct programs to achieve statutory water quality standards.
5. Conduct special river and stream waste assimilation studies to determine if water quality is being maintained.
6. Direct and coordinate a lake monitoring program for statewide volunteers under Title 38, M.R.S.A., Section 424.
7. Meet and coordinate with US-EPA staff on the Clean Water Act and the various sections of the federal statute that affect Maine water quality standards.
8. Develop water quality plans, documents and program sections required for US-EPA funding.
9. Write and submit project grants annually to EPA.
10. Monitor and prepare water quality data collected from groundwater aquifer mapping, sand-salt storage, and underground injection control.
11. New emphasis on salt and sand pile monitoring has been added.

The Division has been divided into five sections each with a leader. Responsibilities are delegated to the section leader through the division director.

Ultimately all major wastewater discharge applications are reviewed by this Division. They are analyzed collectively for treatment and must not cause the receiving waters to violate water quality standards. During the next year this Division will be collecting and evaluating data under the new water classification system. The Division has responsibility for the development of statewide water quality management plans for all of the river basins in Maine.

The lakes monitoring program involves the use of lay monitors for approximately 300 lakes. The Division trains, teaches, and advises monitors regarding the data collected. The program helps the DEP classify lakes by trophic state and provides data for evaluation of the effects of developments proposed under the site selection law. A new lake vulnerability index has been developed to identify potential problem lakes before they become nuisance problems to property owners. The lakes program continues to receive high public interest and support.

Lake restoration work has been completed for Sebasticook Lake, Sabattus Pond, Salmon Lake, and Webber Pond. Future lake work will be performed with EPA Section 314 funding assistance. A state fund is also available which will assist on lakes projects and will be a source of 1987 funds for the near future. A new Biologist I position will be added from this funding source. The DEP will now shift its efforts to a lake protection program which is least costly in the long run.

The work of the Division's stream biology section to utilize aquatic macroinvertebrates in place of some physical water quality parameters has taken on new emphasis. The US-EPA is supporting this effort through Section 205j of the US Clean Water Act. Biological monitoring at the various stations in Maine will be less expensive in the long run. This type of innovative stream biomonitoring is being explored in conjunction with other programs. Bioassay procedures and protocol have now been developed to assist industries in the DEP in their license requirements. This section also is taking on a pilot project for marine biomonitoring program in the DEP.

The Division is responsible for coordination of the continuing planning process for surface water quality, and the groundwater strategy for subsurface waters. The delineation of sand and gravel aquifers with the State, Bureau of Geology and U.S. Geological Survey is a new program responsibility. The Division must determine primary recharge areas, flow patterns, and contamination sources. In the Underground Injection Control (UIC) Program, regulations addressing the underground disposal and storage of liquids were developed and adopted and an injection well inventory prepared.

A new legislative mandate is the Acid Rain bill for the Water Bureau. This work is being done on high elevation lakes and we will develop a baseline data report which should be an assessment of high elevation lakes. A preliminary results report was made to the 113th Legislative Joint Standing Committee on Energy and Natural Resources. Another project we have legislated is a blackfly research program which has been contracted to the University of Maine.

The Division produced the following 1986 reports.

1. Lay Water Quality Monitoring Data Report.
2. Salmon Lake Report.
3. Sabattus Pond Report.
4. Androscoggin River Load Allocation Report.
5. Toxic policy for aquatic life.
6. Macroinvertebrate Diversity paper.
7. Several groundwater mapping and aquifer reports for eastern Maine.
8. Various planning documents for USEPA, RPC's and ASWIPCA.
9. Technical papers and reports.

The Presque Isle Regional Office is located over 200 miles from Augusta and services all of Aroostook County and parts of Washington and Penobscot Counties. The area represents a population in excess of 100,000 and involves major industries and food processors connected with the area's forest and potato industry. Most of the watershed area, which is larger than the states of Connecticut and Rhode Island combined, is part of international waters and thus subject to the 1909 Boundary Water Treaty between the U.S. and Canada.

The office provides advice, monitoring, enforcement and support services concerning environmental laws and regulations administered by the Divisions of each Bureau (Air, Water, Land, Oil and Hazardous Waste) for the Department.

The regional staff:

1. Helps individuals determine if their project requires environmental permits from the Department or other agencies.
2. Assists individuals in filing applications.
3. Performs compliance monitoring and inspections of municipal, industrial, and commercial treatment facilities.
4. Performs water sampling and lab results for the reclassification effort and lake monitoring projects.
5. Performs special water and wastewater studies.
6. Performs ambient air monitoring, air audits, investigations and other air related activities.
7. Performs inspections on great pond developments, site location construction projects, solid waste facilities and other land related activities.
8. Investigates oil spills and hazardous waste complaints.
9. Investigates and resolves complaints concerning other environmental related problems.
10. Negotiates consent agreements and uses other enforcement procedures to ensure compliance with Board Orders and environmental laws and regulations.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection technically issues all licenses and permits of the Department.

Certifications:

IRS certification for five year amortization
IRS certification for tax exempt bonding

FAME certification for loan applicants compliance with environmental laws
National Pollutant Discharge Elimination System Permit Certification
Personal Property Tax exemption
Sales & Use Tax exemption

PUBLICATIONS:
Publications pertaining to this unit are available through the Division of Public Assistance as described under the Departmental heading.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF WATER QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,978,034	754,064			1,223,970	
Health Benefits	103,236	38,314			64,922	
Retirement	337,296	129,770			207,526	
Other Fringe Benefits	9,224	2,525			6,699	
Computer Services—State	2,752	1,929			823	
Other Contractual Service	363,536	151,753			211,783	
Rents	12,226	9,882			2,344	
Commodities	61,167	36,811			24,356	
Grants—Subsidies—Pensions	9,634,081	120			122	9,633,839
Buildings and Improvement	246				246	
Equipment	44,302	10,480			33,822	
Interest—Debt Retirement	2				2	
Transfers to Other Funds	82,195				82,195	
TOTAL EXPENDITURES	12,628,297	1,135,648			1,858,810	9,633,839

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL

ALAN M. PRYSUNKA, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2651
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: October, 1980 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096D; *Citation:* 38 M.R.S.A., Sect. 541

Average Count—All Positions: 65 *Legislative Count:* 67.5

PURPOSE: This Bureau administers the State's oil and hazardous materials control programs, which include the following areas of responsibility:

1. Emergency response for oil and hazardous materials spills;
2. Regulation of all underground oil storage facilities;
3. Licensing and inspection of hazardous waste and waste oil facilities and transporters;
4. Licensing and inspection of oil terminals;
5. Investigation and clean-up of all uncontrolled hazardous substances sites;
6. Enforcement of all oil and hazardous materials control laws;
7. Management of the Maine Coastal and Inland Surface Oil Clean-Up Fund, the Ground Water Oil Clean-Up Fund, the Hazardous Waste Fund and the Uncontrolled Hazardous Waste Site and Underground Oil Tank Bonds, and processing third party damage claims for oil contamination problems.

In addition, this Bureau provides staff support to the Advisory Commission on Radioactive Waste and the Board of Underground Oil Storage Tank Installers.

ORGANIZATION: In 1980 the Bureau was created by combining the Bureau of Water Quality Control's Division of Oil Conveyance Services and the Bureau of Land Quality Control's Hazardous Waste Unit.

The Bureau consists of the Division of Response Services, the Division of Licensing and Enforcement, and the Division of Remedial Planning and Technical Services. The Response Services Division has offices in Augusta, Bangor, Portland and Presque Isle and the Licensing and Enforcement and Remedial Planning and Technical Services are located in Augusta.

PROGRAM: Activity within the Bureau's Oil & Hazardous Waste/Material programs increased significantly during the past year. Among the more noteworthy accomplishments:

A. Division of Licensing & Enforcement

1. Continued oversight of the state's hazardous waste facility licensing, consolidating federal and state licensing requirements, resulted in the following enforcement actions: 40 letters of violation were issued, 11 negotiated enforcement agreements were finalized and 1 administrative order was issued by the Commissioner which designated sites as uncontrolled hazardous substance sites. In addition, several cases are currently pending final resolution.
2. The following activities were performed this year:

Preliminary Assessment Site Verified	19
Site Inspection (includes remedial investigations and expanded site inspections)	22
Feasibility study (includes corrective action)	5
Remedial actions	8
Operation & Maintenance	3
Site clean-up completed	4

3. The Bureau is coordinating the clean-up of the State's five Superfund sites with the federal government. Two additional sites are proposed to be added to the Superfund program in 1987. Including the Superfund sites, the state has been involved with 66 sites this past year.
4. Ground water monitoring programs are being continued at several facilities where hazardous waste contamination problems were previously found. Actions aimed at reducing such contaminations are currently in progress.
5. The Bureau processed more than 6,223 hazardous waste manifest shipping forms during the past year and was selected by U.S. EPA to serve as the lead agency for New England in the development of a regional computer system for managing hazardous waste transactions.
6. Ninety-seven (97) hazardous waste transporters were licensed during the past year and Bureau staff continue to maintain a close working relationship with State Police counterparts to assure compliance with State Law and rules by those who transport hazardous waste in Maine.
7. Resolved 14 third party damage claims, approved 2 Hazardous Waste Treatment Licenses and approved 4 closure plans of hazardous waste facilities..

Following is a list of key activities in Licensing and Enforcement during the past year:

A. Licensing & Enforcement:

1. Oil terminals licensed	14
a. Shoreside Terminals	14
b. Vessels	0
2. Damage claims processed	10
3. Hazardous Waste Facility Inspections	43
4. Hazardous Waste Facilities Approved:	
a. Treatment	7
b. Closure Plans	10
c. Storage facilities	3
5. Underground Tanks registered	2505
6. EPA I.D. Numbers	
a. Permanent	120

b. Temporary	216
B. Response Services	
1. Hazardous Materials Spills or Investigations	285
2. Oil Spills or Investigations	634
3. Number of wells contaminated by petroleum	75
4. Oil Terminal Inspections	8
5. Number of barrels of oil transferred by licensees	62,158,694
C. Remedial Planning & Technical Services	
1. Alternative water supplies initiated	3
2. Leaking underground oil tank investigations	9
3. Hazardous waste cleanup assistance	58

B. Division of Response Services

1. Responded to 977 surface and groundwater oil spills
2. Performed 539 oil spill investigations
3. Responded to 59 hazardous waste spills
4. Performed 93 hazardous materials investigations
5. Performed 629 inspections of underground tank abandonments

C. Division of Remedial Planning & Technical Services

1. Technical support to all Bureau programs.
2. Technical staff support to Maine Radioactive Waste Advisory Commission and Maine Board of Underground Oil Storage Tank Installers.
3. Development of regulatory programs for underground oil & chemical storage tanks.
4. Review of hazardous waste facility license applications for technical adequacy.
5. Engineering and geological support to groundwater clean up projects at uncontrolled hazardous waste sites.
6. Responsible for long term ground water remediation and for providing replacement drinking water at major leaking underground oil tank sites.
7. Technical assistance and training of underground oil tank installers.
8. Compliance inspections of groundwater monitoring programs at licensed hazardous waste sites.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection is the legal authority for the Department and, as such, issues all licenses and permits. Those licenses and permits issued by the Board that are associated with the Bureau of Oil & Hazardous Materials Control are as follows:

1. Oil Terminal Facility License;
2. Hazardous Waste Facility License;
3. Hazardous Waste License By Rule for On-Site/Off-Site Reuse;
4. Hazardous Waste Transporter License;
5. Registration of Underground Oil Storage Tanks;
6. (Oil) Vessel at Anchorage
7. Waste Oil Transporter License
8. Waste Oil Facility License
9. EPA Identification Numbers

PUBLICATIONS:

Maine Oil Recycling Directory — free

An Oil Pollution Prevention, Abatement and Management Study for Penobscot Bay — $10.00

A Systems Study of Oil Pollution Abatement and Control for Portland Inner and Outer Harbor, Casco Bay, Maine — $7.00

Oily Wastes Management — An Investigation of Alternatives for the State of Maine — $10.00

Comprehensive Study of Petroleum Hydrocarbons in the Marine Environment of Long Cove, Searsport, Maine — $5.00

An Analysis of Waste Oil in Maine — free

Casco Bay Coastal Resources Inventory — $20.00/set
  Vol. 1 — Marine Resources
  Vol. 2 — Marine Wildlife/Marine Flora

Copies of Bureau regulations are available, including hazardous waste management and hazardous matter rules. — free

Siting, Design and Cost of Shallow Land Burial Facilities in Northern New England—free

Conceptual Design of an Engineered Disposal Facility for Low-Level Radioactive Waste—free

Threats to Groundwater in Maine—free

MORP booklet, a guide to waste oil collection centers—free

Annual Hazardous Waste Activities Report For 1986

Understanding Maine's Standards For Generators of Hazardous Waste—March 1987

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,378,792	288,972	803,563		286,257	
Health Benefits	69,932	14,927	39,039		15,966	
Retirement	239,271	48,975	141,575		48,721	
Other Fringe Benefits	7,244	1,497	4,059		1,688	
Computer Services—State	24,048		24,048			
Other Contractual Service	2,013,500	67,241	929,183		165,924	851,152
Rents	11,960	25	11,049		886	
Commodities	147,706	19,413	124,139		4,127	27
Grants—Subsidies—Pensions	55,003		54,973		30	
Buildings and Improvement	246		246			
Equipment	76,905	3,947	64,477		8,481	
Transfers to Other Funds	110,265		89,993		20,272	
TOTAL EXPENDITURES	4,134,872	444,997	2,286,344		552,352	851,179

BOARD OF UNDERGROUND OIL STORAGE TANK INSTALLERS

PHILIP PIMENTAL, CHAIRMAN

Central Office: Augusta *Telephone:* 289-2651
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: June 28, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 481; *Citation:* 32 M.R.S.A., Sect. 10003
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Board of Underground Oil Tank Installers was established to safeguard the public health, safety and welfare, to protect the public from incompetent and unauthorized persons, to assure the availability of underground oil storage tank installations of high quality to persons in need of these services.

ORGANIZATION: The Board of Underground Oil Storage Tank Installers was established under the authority of PL 1985, Chapter 496, Section 2.

PROGRAM: During its second year, the Board of Underground Oil Storage Tank Installers has continued to develop its certification procedures. Two written examinations were held this past year. On-site examinations were also conducted. 241 installers have been certified. In addition, the Board conducted, in conjunction with the Department of Environmental Protection, informational workshops throughout the state.

LICENSES, PERMITS, ETC.

Underground Oil Storage Tank Installer Certificate
Underground Oil Storage Tank Examiner Certificate
Underground Oil Storage Tank Inspector Certificate

PUBLICATIONS:

Underground Oil Storage Tank Installer Study Guide — $35

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Department of Environmental Protection.

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

JOSEPH B. CAMPBELL, ESQ., CHAIRMAN
PATRICIA RITCHIE, Assistant to the Commission

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-4178
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333
Established: 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 270; *Citation:* 1 M.R.S.A., Sect. 1002
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission on Governmental Ethics and Election Practices is an independent commission on governmental ethics and election practices established to guard against corruption or undue influencing of the elections process and against acts or the appearance of misconduct by Legislators.

The general duties of the Commission are: to investigate and make advisory recommendations to the appropriate body of any apparent violations of the ethical standards set by the Legislature; and to administer and investigate any violations of the requirements for campaign reports and campaign financing and to investigate and determine the results, within the limits of the Constitution, of any contested county, state or federal election within this State.

The law also gives the Commission authority to issue advisory opinions and guidelines on problems or questions possibly involving conflicts of interest in matters under consideration by, or pertaining to, the Legislature, to investigate complaints filed by Legislators alleging conflict of interest against any other Legislator, including the holding of hearings and the public issue of findings of fact and opinion, and to administer the disclosure of sources of income by Legislators.

ORGANIZATION: The Commission on Governmental Ethics and Election Practices was created on January 1, 1976 by Chapter 621 of the Public Laws of 1975. This chapter at the same time repealed the statutory authorization for the Committee on Legislative Ethics, which was created in 1971 by Chapter 146 of the Public Laws of 1971. The Committee on Legislative Ethics formerly consisted of the Presiding Officers of both Houses of the Legislature, together with the majority and minority floor leaders of both Houses. The powers and duties of the Committee were significantly affected by chapter 773 of the Public Laws of 1973, although the basic organization of the Committee was not changed. Most of the duties concerning Legislative ethics were assigned to the new Commission on Governmental Ethics and Election Practices and the new Commission was assigned as well certain duties in the area of elections.

The Commission consists of 7 members, one to be appointed by the President of the Senate, two others to be appointed by the floor leader of the 2 major parties in the Senate; one to be appointed by the Speaker of the House, one to be appointed by each floor leader of the 2 major parties in the House, and the one to be selected by the affirmative vote of at least 5 of the preceding 6 members, that member to serve as chairman. Each member serves a term of 2 years, or until the appointment and qualification of his successor. Members of the Legislature, members of the previous Legislature, or any declared candidate for an elective county, state or federal office within 2 years prior to the appointment, or any holder of an elective county, state or federal office is ineligible for appointment or election to the Commission.

By 1 M.R.S.A. Section 1006, the Commision may call for assistance from the Attorney General, the Secretary of State, the Department of Audit or any law enforcement agency in Maine. The Secretary of State presently serves as the secretariat of the Commission.

PROGRAM: During FY 87, the Commission met as required by 21-A MRSA §1002 to review campaign finance reports required of all state and county candidates, all political committees supporting such candidates and all organizations involved in state-wide political campaigns. These reviews involved:

1. Sets of Quarterly Campaign Finance Reports from candidates and committees who had

a surplus or deficit of more than $50.00 from previous campaigns.

2. Reports from various committees which worked for or against previous and current referenda.

3. Reports from candidates and committees concerning the 1986 elections.

In accordance with 21-A MRSA §1020, the Commission submitted to the Secretary of State the names of candidates and committees that filed campaign finance reports late.

PUBLICATIONS:

The Commission publishes copies of the Campaign Finance Law as it pertains to candidate elections (21-A M.R.S.A., Chapter 13, subchapter II) and political action committees (21-A M.R.S.A., Chapter 13, subchapter IV).

The Commission also publishes reporting schedules for candidates and their authorized committees, as well as political action committees.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,630	7,630				
Retirement	1,600	1,600				
Other Contractual Service	2,929	2,929				
Rents	40	40				
Commodities	66	66				
TOTAL EXPENDITURES	12,265	12,265				

(OFFICE OF) GOVERNOR

JOHN R. McKERNAN, JR., GOVERNOR

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333
Established: Circa 1820
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102; *Citation:* 2 M.R.S.A., Sect. 1
Average Count—All Positions: 26 *Legislative Count:* 26

PURPOSE: The Governor serves to direct the affairs of the state according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition of the State and recommend measures for their consideration; to submit to the Legislature a biennial budget for the operation of State government; to act as Commander-in-Chief of the military forces of the State; to nominate and appoint all judicial, civil and military officers of the State except as otherwise provided by law; to require information from any military officer or any officer in the Executive Branch upon any subject relating to the respective duties; to grant reprieves, commutations and pardons and remit, after conviction, all forfeitures and penalties; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

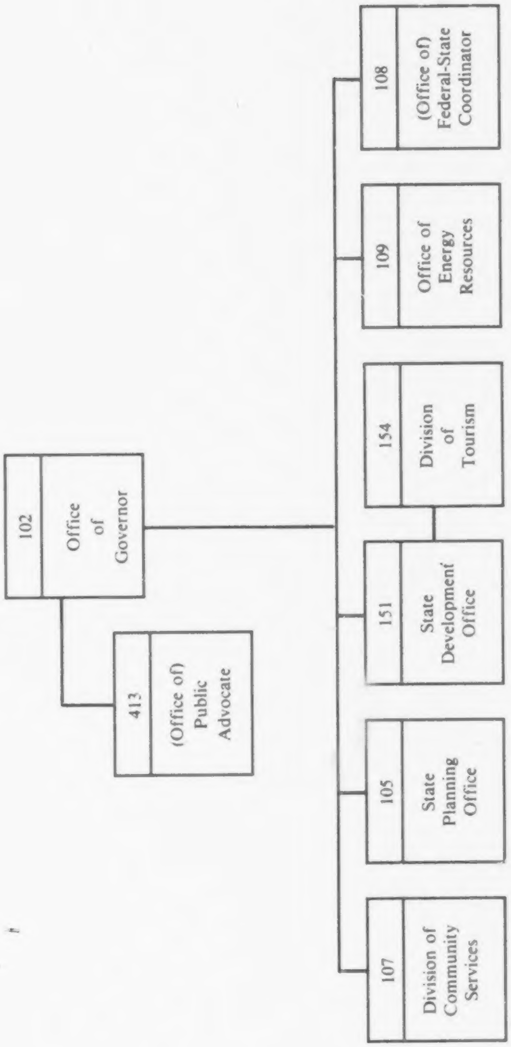
PROGRAM: In addition to providing for its own staff support, the (Office of) Governor serves to coordinate and develop the several planning responsibilities of State government; to improve law enforcement in the State; to plan and coordinate manpower training and supportive services; to protect the rights and interests of women and youth of the State; to provide emergency and long-range planning and management of energy resources; to improve the relationship between the State government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor. Some programs are so closely allied to the (Office of) the Governor as to be in reality a part of it. A brief description of each follows.

Governor's Office. The administrative office of the Governor serves to provide secretarial and staff support to the Governor as Chief Executive of the State of Maine. This support includes functions of correspondence, scheduling, preparation of reports and addresses, public information, executive appointments, case work, and managing the operating budget of the Governor.

Blaine House. The Blaine House, a National Historic Landmark, is the official residence of the Governor of the State of Maine. The Blaine House staff provide services for the Governor, the Governor's family and guests; to maintain House offices for the Governor; to display the mansion during public visiting hours; and to assist at official receptions and other gatherings at the Blaine House. The Governor is responsible for the operation of the building and general maintenance of its interior. The Bureau of Public Improvements maintains the grounds, service buildings and the exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
EXECUTIVE DEPARTMENT
UMB 07


102
Office of Governor
413
(Office of) Public Advocate
107
Division of Community Services
105
State Planning Office
151
State Development Office
154
Division of Tourism
109
Office of Energy Resources
108
(Office of) Federal-State Coordinator

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
EXECUTIVE DEPARTMENT

EXPENDITURES	TOTAL ALL FUNDS	Special General Fund	Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	4,132,594	2,631,951	8,349		1,492,294	
Health Benefits	195,613	112,664	462		82,487	
Retirement	681,556	424,481	1,412		255,663	
Other Fringe Benefits	23,207	15,392	36		7,779	
Computer Services—Comm	4,437				4,437	
Computer Services—State	52,526	52,203			323	
Other Contractual Service	3,414,065	2,805,225	75,253		532,937	650
Rents	21,496	14,260	2,206		5,030	
Commodities	117,736	92,628	2,729		22,379	
Grants—Subsidies—Pensions	43,627,590	3,923,606	1,262,987		38,422,824	18,173
Equipment	131,248	58,768			72,480	
Interest—Debt Retirement	25	25				
Transfers to Other Funds	137,182		1,534		135,623	25
TOTAL EXPENDITURES	52,539,275	10,131,203	1,354,968		41,034,256	18,848

(OFFICE OF) GOVERNOR (Chief Administrative Unit) EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	662,990	639,079			23,911	
Health Benefits	24,062	23,579			483	
Retirement	87,017	82,527			4,490	
Other Fringe Benefits	5,775	5,693			82	
Computer Services—State	29,785	29,785				
Other Contractual Service	147,441	147,441				
Rents	322	322				
Commodities	37,084	37,084				
Grants—Subsidies—Pensions	540,600	540,600				
Equipment	4,223	4,223				
Interest — Debt Retirement	25	25				
TOTAL EXPENDITURES	1,539,324	1,510,358			28,966	

MAINE BUSINESS ADVISORY COUNCIL

NATHANIEL H. BOWDITCH, DIR., STATE DEVELOPMENT OFFICE

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, ME 04333

Established: October 18, 1984

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102C; *Citation:* Exec. Order 4, FY 85

PURPOSE: The Maine Business Advisory Council was established to advise and assist the Governor in the formulation of business policy. The Council also served to encourage communication and understanding between Maine business and government.

ORGANIZATION:

The Council was comprised of between 20-25 members, appointed by the Governor.

Members of the Council either owned or participated in the management of a business in Maine.

PROGRAM: The Council's membership reflected the diversity of the state's business sector and included different size businesses, different business sectors, and different geographical areas.

Members served at the pleasure of the Governor for a term of two years, except for initial appointees, half of whom served for three years.

Staff assistance for the Council was provided by the State Development Office. Ex-officio representatives from the Maine Chamber of Commerce and Industry, the National Federation of Independent Businesses, the Small Business Administration, the Small Business Development Centers and the Maine Development Foundation served on the council..

Executive Order #4 of FY 85 expired December 31, 1986.

FINANCES, FISCAL YEAR 1987: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

COASTAL ADVISORY COMMITTEE

RICHARD SILKMAN, DIRECTOR, STATE PLANNING OFFICE

Central Office: 184 State Street, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333

Established: June 12, 1984

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 1021; *Citation:* Exec. Order 12, FY 84

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE:

The primary responsibilities of the Committee are to advise the Governor, the Legislature, and State agencies, through the Council, on sound coastal management actions, and to coordinate State activities accordingly. The Committee seeks to involve affected and interested parties in the development and evaluation of programs and policies, as appropriate.

ORGANIZATION:

The Committee includes the:

Director of State Planning Office, Chairperson
Commissioner of the Department of Conservation
Commissioner of the Department of Environmental Protection
Commissioner of the Department of Inland Fisheries & Wildlife
Commissioner of the Department of Marine Resources
Commissioner of the Department of Transportation
A Representative of the Regional Planning Commissions
A Representative of the University of Maine System

PROGRAM:

The Committee periodically evaluates the Maine Coastal Program and recommends needed improvements, and reports its findings to the Council; determines annual work priorities, tasks, and budget allocations for State-level activities within the Maine Coastal Program; assures effective coordination of coastal management activities among State agencies; facilities coordination of State coastal management activities with those of federal agencies, local governments, private citizens, and public interest groups; and, reviews activities pertaining to the Outer Continental Shelf Lands Act, and recommends appropriate State actions to the Governor.

The Maine Coastal Program Manager serves as the Committee's principal staff, and additional staff support may be provided by member agencies and other affected organizations, as appropriate.

FINANCES, FISCAL YEAR 1987: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF COMMUNITY SERVICES

NICOLA C. KOBRITZ, DIRECTOR
MARGARET R. MARSHALL, Deputy Director

Citizen's Assistance 1-800-452-4617
Central Office: Stevens School, Flagg-Dummer Bldg., Hallowell *Telephone:* 289-3771
Mail Address: Statehouse Sta. #73, Augusta, Maine 04333

Established: 1964

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 107; *Citation:* 5 MRSA, Section 3511 et seq.

Average Count—All Positions: 42 *Legislative Count:* 14.5

PURPOSE: The Division of Community Services has been designated to carry out the responsibilities of State Government in the system of community services and community action agencies delineated by the Maine Community Services Act (5 MRSA, Section 3511 et seq.). The purpose of the system is to assure an effective focusing of local, state and federal resources upon these goals, enabling disadvantaged citizens and their families to attain the skills, knowledge, motivation and opportunities needed to become self-sufficient. The Division is specifically responsible for the planning and financing of community services and community action agencies and the administration of the energy assistance, weatherization and repair, surplus commodity foods, community services block grant programs and other antipoverty programs. The Division monitors the poverty level of Maine citizens, makes recommendations to the Governor and the Legislature on the ways and means to combat and reduce poverty, oversees the community action agencies, provides technical assistance to community action agencies and other groups serving the interests of low-income people in Maine, and advises the Governor, the Legislature and local officials on the impact of state and local policies on poverty.

ORGANIZATION: The Division of Economic Opportunity was established in 1964 by Executive Order as an administrative unit of the Executive Department. Over the years, the agency has expanded and adjusted its staff size and capability to accommodate change in federal requirements and the availability of federal funds for program design and administration. Programs have been developed, funded, operated, transferred or terminated as appropriate, with corresponding changes occurring in total personnel and organizational structure. A staff reorganization occurred in January, 1975, with a change of Administration. Effective September 19, 1975, the Division was renamed Division of Community Services. On July 1, 1983, the Division was officially designated by the Legislature as the state agency responsible for carrying out the purposes of the Maine Community Services Act.

PROGRAM: In addition to providing technical assistance to all grantees in Maine and to the overall function of providing advocacy for low-income and disadvantaged citizens, the Division is increasingly providing the umbrella structure and impetus for direct services. The function of developing innovative services and programs aimed at otherwise unmet needs is best exemplified by the original Project Fuel or weatherization prototype which has since developed into a national program largely based upon the Maine model.

Major program areas active during Fiscal Year 1987 include the following:

Community Services Block Grant. The Federal Community Services Administration was abolished on September 30, 1981 and in its place the Office of Community Services in the Department of Health and Human Services provides grants to the State of Maine through the Community Services Block Grant Program. The Division was authorized by the Governor and the Legislature to accept CSBG funds and administer funds on behalf of the State of Maine. These funds are made available to Maine's 11 Community Action Agencies to provide administrative and program support for activities addressing the needs of low-income people in the areas they serve. The Division received a block grant award of $1,828,426 in FY '87.

Energy Assistance Program. The Division was the State administering agency for the 1986-87 Home Energy Assistance Program (HEAP). The purpose of this program is to provide financial assistance and emergency assistance to low-income households to assist them in paying a portion of their winter heating bills. The Division received $24,516,431 from the Department of Health & Human Services to fund this program. These funds were subgranted to Maine's eleven Community Action Agencies who administered the program at the local level. The program provided 56,958 Maine households with an average benefit of approximately $311.00 per household to meet their energy needs.

Low-Income Weatherization. The Low-Income Weatherization Program provides weatherization and energy conservation for the low-income and elderly residents of the State of Maine. Actual program delivery was provided through Community Action Agencies. Program oversight is provided by the Division of Community Services.

Methods and materials used to weatherize a home include capping of attics with insulation, wall insulation, installation of storm doors and windows, caulking, weatherstripping, chimney repair, etc.

The Division expended a total of $7,710,461 from three funding sources including the federal Departments of Energy and Health and Human Services and the State Legislature. A total of 3,662 household units were weatherized between July 1, 1986 and June 30, 1987.

Central Heating Improvement Program. The Central Heating Improvement Program provides funds to maintain, upgrade or replace the primary heat source in the homes of Maine's low-income residents. As with the Division's Weatherization Program, the program is delivered through the Community Action Agencies with Division oversight.

$640,963 was expended from Departments of Housing & Urban Development and Health & Human Services funding which served a total of 1,187 units from July 1, 1986 through June 30, 1987.

Energy Management Assistance Program (EMAP). Central Maine Power Company (CMP) developed an Energy Management Assistance Program designed to weatherize the homes of eligible low-income customers of CMP who use electricity as the primary source of space heat. The Division administered this program which was implemented by Maine's Community Action Agencies. 400 eligible low-income households were weatherized with the $319,969 made available by CMP for this program between the contract dates of July 1, 1986 through September 30, 1986.

Citizens' Assistance Line. This toll-free WATS line is available to Maine citizens statewide and provides a channel of communication directly to citizens experiencing difficulties or having questions about state, federal and local agencies. A variety of social needs are addressed, most often concerning financial assistance requests for crisis situations. Problems caused or intensified by the high energy costs are especially prevalent during and following the heating season and require advocacy on behalf of citizens in the form of negotiating with town officials, fuel dealers and utilities.

In addition to the advocacy role, an increasing number of calls deal with information requests and the program is serving as a clearinghouse for a number of services offered by other state, federal and local agencies. Approximately 20,000 citizens were served last year.

Office of Ombudsman. The Office of Ombudsman, created by Executive Order #6, FY 75-76, receives and investigates complaints against State agencies and State employees.

The office exists: (1) to investigate complaints from the public about illegal, unreasonable, unfair, oppressive, or discriminatory administrative acts by officers or employees of the agencies of the State Government, and to recommend suitable action when found to be appropriate after careful and thorough investigation and research; and conversely, (2) to protect the officers and employees of the State Government from unwarranted or unjustified criticisms or complaints.

The Office of Ombudsman is an independent, objective intermediary between the people and State Government and strives to reduce errors, injustices, or excesses by administrators through the use of criticism, persuasion and publicity.

Temporary Emergency Food Assistance Program. In December, 1981, the Federal Government authorized the release of 30 million pounds of American processed cheese being held in storage by the U.S. Department of Agriculture (USDA). Through the Division of Community Services, Maine's Community Action Agencies were designated as food banks in order to distribute cheese and other commodities to low-income persons. To date, the program is providing cheese, butter, cornmeal, flour, rice and instant milk to an average of 63,000 households per distribution which are held three (3) times a year. From July 1, 1986 to June 30, 1987, Maine has distributed to eligible households over 4.2 million pounds of surplus commodities under this program.

The Division received a grant from USDA in the amount of $216,536 to cover program costs through September 30, 1987. Additional Federal ($90,000) funding was needed to cover state and local distribution costs.

Head Start. Head Start is a multifaceted, comprehensive, child development program focusing on parent involvement, health, nutrition, education, mental health, and social services. A minimum of 10% State funds are financing 724 income eligible children and families. A minimum of 10% of these children have an identified handicapping condition.

HEAD START SERVICES IN THE STATE OF MAINE ARE PROVIDED THROUGH 10 COMMUNITY ACTION AGENCIES AND 3 SINGLE PURPOSE CHILD DEVELOPMENT AGENCIES, GEOGRAPHICALLY DISTRIBUTED TO SERVE THE ENTIRE STATE.

PUBLICATIONS:

Community Action Annual Report October 1, 1985-September 30, 1986

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF COMMUNITY SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	889,706	283,873	8,349		597,484	
Health Benefits	51,016	14,700	462		35,854	
Retirement	155,483	50,131	1,412		103,940	
Other Fringe Benefits	4,644	1,350	36		3,258	
Computer Services—State	36				36	
Other Contractual Service	539,359	127,380	1,125		410,854	
Rents	3,534	113			3,421	
Commodities	19,628	3,474	50		16,104	
Grants—Subsidies—Pensions	31,596,819	2,993,938	652,755		27,950,126	
Equipment	49,171				49,171	
Transfers to Other Funds	78,971		995		77,976	
TOTAL EXPENDITURES	33,388,367	3,474,959	665,184		29,248,224	

STATE DEVELOPMENT OFFICE

NATHANIEL H. BOWDITCH, DIRECTOR
NANCY C. SEWALL, Director of Business Development
GORDON W. CLAPP, Director of Tourism
JAY HARDY, Director of Local and Regional Development

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1985
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 151; *Citation:* 5 M.R.S.A., Sect. 7001
Average Count—All Positions: 22 *Legislative Count:* 21

PURPOSE: The State Development Office has three major statutory functions: industrial attraction and marketing; business assistance; and tourism promotion and development.

The Director of the State Development Office designs and implements programs to meet these purposes. This is accomplished through the coordination of a variety of activities with Maine's public and private sectors.

ORGANIZATION: The Maine Development Commission, established in 1933, was reorganized as the Department of Development of Industry and Commerce in 1955. In 1957, it became the Department of Economic Development. In 1971, as part of the general reorganization of state government, it became the Department of Commerce and Industry.

In June, 1975, the 107th Legislature enacted legislation which abolished the Department and transferred its functions to other new and existing agencies. This legislation established the State Development Office within the Executive Department and assigned this new agency the general development functions of the former Department of Commerce and Industry.

(State Development Office will be abolished on October 1, 1987. Its functions will be assumed by the new Department of Economic and Community Development.)

PROGRAM: The activities of the State Development Office (SDO) during the fiscal year ending June 30, 1987 were divided into four program areas, each geared to stimulate the expansion of the State's economy. These programs are: 1. Business Attraction, 2. Business Assistance, 3. Tourism, 4. Local and Regional Development.

Business Attraction. The State Development Office works with interested businesses in providing technical assistance such as information on labor, wages, taxes, transportation, utilities, and environmental regulations; site location assistance through the maintenance of a comprehensive file of available industrial buildings and sites; financial assistance regarding federal, state and local financing options; training assistance regarding federal and state training and vocational education programs; and marketing assistance by identifying specific foreign and domestic trade opportunities or conversely reliable producers of Maine products.

The objective of the Business Attraction program is to encourage and assist industries from outside of the State of Maine to establish operations within the state.

A major marketing effort continued this year. The State Development Office conducted fall and spring flights of magazine advertising in key business publications highlighting the benefits of doing business in the State of Maine and were directed at top management throughout the northeast. A number of business leads have been generated as a result of these advertisements. In addition to general marketing the State Development Office began a Target Industry Program, an intensive review of a narrowly defined industry segment.

Business Assistance. During Fiscal Year 1987, the business assistance efforts of the State Development Office included the Business Answers Program, a toll-free telephone number that provides a one-stop information source about the interface between business and state government. This program provided assistance to existing Maine businesses.

The State Development Office also expanded its efforts to promote employment and training opportunities for Maine citizens. By utilizing programs offered through the Maine Job Training Partnership Administration, the Vocational Technical Institutes and Vocational Rehabilitation Offices, the State Development Office matches the needs of expanding businesses and Maine's unemployed.

The State Development Office continues to contribute funds toward the operation of Maine's Small Business Development Centers (SBDC) Network. This network offers business counseling services to small businesses throughout the state. With State Development Office support, four new subcenters were established in areas not adequately served before, for a total of eight Business Development Centers in Maine.

Tourism. The State Development Office's Tourism Program ended its third year of operations with market and economic research projects completed. A consumer advertising program was expanded to include New England, Canada and the Mid-Atlantic States.

Public relations efforts continued with dozens of feature stories and photographs appearing in national and international publications.

Local and Regional Development. This new division works with economic development professionals, locally elected officials, and other interested citizens to promote local community preparedness for economic development. By providing support and resources to local and regional organizations, this Division assists in the creation of local development strategies, the consolidation of local economic development leadership, and the initiation of development programs on the local and regional levels.

The Local and Regional Division administers two legislatively mandated activities which are assigned to the State Development Office. These are (1.) Tax Increment Financing, a legislatively created tool to assist local communities in redirecting new tax local revenues into public infrastructure to support expanded development; and (2.) the Community Industrial

Building program which provides loan monies to local development corporations for the construction and sale of speculative industrial space to spur local development.

One of the initiatives designed by this Division to build local and regional capacity was the creation of regional teams to work throughout the state. All staff from the Divisions of the State Development Office participated in this effort to enhance communication and identify opportunities for a state/local partnership for economic growth. Through the fiscal year, this Division has been actively pursuing program development activities in the areas of overall community preparedness as well as business retention and expansion.

PUBLICATIONS:

Business Answers—Doing Business in Maine (Free)
Maine Information Reference Guide (Free)
Maine, A Special Quality of Life (Free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE DEVELOPMENT OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	583,431	583,431				
Health Benefits	23,806	23,806				
Retirement	97,427	97,427				
Other Fringe Benefits	3,325	3,325				
Computer Services—State	2,105	2,105				
Other Contractual Service	2,160,987	2,160,337				650
Rents	4,462	4,462				
Commodities	11,781	11,781				
Grants—Subsidies—Pensions	38,633	20,460				18,173
Equipment	43,872	43,872				
Transfers to Other Funds	25					25
TOTAL EXPENDITURES	2,969,854	2,951,006				18,848

OFFICE OF ENERGY RESOURCES

HARVEY E. DeVANE, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-3811
Mail Address: Statehouse Sta. #53, Augusta, Maine 04333

Established: April 29, 1974 *Sunset Termination Scheduled to Start by:* June 30, 1995

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 109; *Citation:* 5 M.R.S.A., Sect. 5003

Average Count—All Positions: 29 *Legislative Count:* 16

PURPOSE: The Office of Energy Resources (OER) was first established to provide a comprehensive energy plan for the State of Maine; to analyze and recommend policies pursuant to that plan; to coordinate all State energy programs; to manage or oversee all federal energy conservation programs not specifically exempted; to conduct the Emergency Fuel Allocation Program; to encourage conservation of energy and the development of Maine's indigenous energy resources and to provide information on energy matters to the citizens of Maine.

ORGANIZATION: The Office of Energy Resources (OER) was first established in 1973 by the 106th Legislature as a temporary office under the Executive Department. After less than

1 year of operation, the Office was terminated. Early in 1974 the Office was re-established on a permanent basis to carry out the purposes stated above. When re-established, the Office assumed the responsibilities and staff of the Fuel Allocation and Conservation Office, formerly within the Bureau of Civil Emergency Preparedness.

In addition to State-initiated programs, the Office of Energy Resources administers energy programs under the federal Energy Policy and Conservation Act and the National Energy Extension Service and Conservation Act.

PROGRAM: The Office of Energy Resources provided energy policy analysis and recommendations to the Governor and Legislature, received and administered federal funds for energy conservation and resource development in Maine, acted as the Governor's lead agency in the management of oil overcharge funds received by the State, and provided information to the public on energy developments, conservation techniques, and OER services available to consumers and businesses.

During Fiscal Year (FY) 1987, the OER designed and conducted several oil conservation programs with a total of $3.25 million in funds received through oil overcharge court settlements.

The Office worked with the Public Advocate, the Maine Public Utilities Commission, utility companies, and others to re-design electric rates in Maine and to design new electricity conservation programs and to monitor existing ones.

The Office informed Maine's Congressional delegation and other appropriate national leaders of the impact on Maine of national energy policies, legislation, and developments. The OER represented Maine on several inter-governmental energy policy organizations including the Coalition of Northeast Governors, the New England Governors' Conference, the Northeast International Committee on Energy, and the New England Energy Task Force.

The programs of the Office of Energy Resources were conducted through two divisions, Planning and Conservation, and Operations. In June 1987, the OER Director initiated a complete reorganization of the Office designed to improve its effectiveness. While formal adoption and approval of the new OER structure are not expected until early in FY 1988, de facto operation of three new divisions, namely Policy and Planning, Energy Management Programs, and Energy Education, Assistance, and Extension Programs, began in June 1987.

Electricity Supply and Demand Planning: OER maintained its program of long-range planning for electricity supply and analysis of future demand. The Office worked with other New England States to improve regional forecasting of electricity demand and supplies. In December 1986, the New England Governors' Conference Power Planning Committee issued a report detailing needed changes in regional electricity planning by utilities and governments. At the Governor's direction, OER participated in a study of the energy and economic impacts of an early shutdown of Maine Yankee.

Electric Rate Design: In July and September 1986, OER provided expert testimony before the Public Utilities Commission on time of use electric rates designed to reduce peak power consumption by reflecting actual utility costs more closely in rates. OER participated in negotiations with Central Maine Power Company and others on the design of time of use rates which were approved by the Public Utilities Commission in January 1987.

Commercial and Industrial Conservation: The Office developed a major new program to help Maine's businesses and industries reduce their electricity use and costs. The program was negotiated with the Public Utilities Commission, Central Maine Power Company, and Bangor Hydro-Electric Company, and the utility companies implemented it early in 1986. This Commercial and Industrial Conservation Program provides businesses with substantial cash rebates when they replace old lights or motors with proven energy-efficient products. This program alone will save Maine businesses several millions of dollars a year in energy costs.

Another electricity conservation program proposed by OER and aimed at large industries was approved by the PUC in December 1986. It is a shared savings program between electric utilities and large customers. Under this program, Central Maine Power Company began soliciting electricity conservation and load management proposals. After the proposals are evaluated and ranked by the utility company, the projects which reduce electrical consumption in a cost effective manner become eligible for up to 50% funding by the utility. The first solicitation of proposals was issued in June 1987.

Residential Conservation: In addition to operating its Energy Extension Service which conducts outreach work in promoting home energy conservation, the Office continued to design and promote new residential conservation programs. In 1983, the OER proposed a program to insulate electric water heaters in Maine homes. The Public Utilities Commission ordered Maine utilities to implement the program in 1984, and by early 1986, 80,000 water heater conservation kits had been installed, resulting in a total annual energy savings of over $6 million.

Emergency Management Program: The OER is responsible for planning for any future petroleum supply emergency. The activities of this program center on petroleum supply and storage since Maine is dependent on petroleum products to meet about 60% of its energy needs. Activities include the gathering and analyzing of petroleum supply and price data, informing the public of supply and price situations in Maine, encouraging oil conservation, long-term energy planning, and updating and maintaining the State Emergency Conservation Plan. This plan establishes the State's response to a shortage of energy resources. It relies upon voluntary compliance through specific conservation measures, but includes regulations which can be imposed by the Governor in the event that voluntary action is insufficient to resolve a serious shortage.

The OER coordinated Maine's emergency energy conservation plan with other New England states and the Eastern Canadian Provinces.

The OER submitted written comments to the federal Department of Energy on issues and policies relating to the United States Strategic Petroleum Reserve and on procedures to be followed by the Federal government during an oil shortage. The Office participated actively in the development of federal policy on emergency planning issues.

Each month, the Energy Office analyzes petroleum supplies, recent consumption trends, and in-state petroleum product inventory levels to determine if supplies will meet demand. Computer programs analyzing the Energy Information Administration (EIA) form 782 and the OER Biweekly Stock and Inventory Report, both sources of petroleum data, assist in this monitoring effort.

The OER continues to conduct a bi-weekly price and inventory survey of home heating oil dealers.

Conservation Demonstration Programs: The 112th Legislature funded five conservation demonstration programs. (1) Weatherization Rebates—$525,000; (2) Furnace Modernization Rebates—$525,000; (3) Furnace Service Rebate—$350,000; (4) High Efficiency Lighting Rebate—$350,000; and (5) Small Business Weatherization and Furnace Modernization Rebate—$500,000.

These programs are to be operated over a three year period or until funds are expended. The residential programs offer homeowners, landlords, or renters up to $200 as a rebate or purchases of specific weatherization, furnace modernizations, or high efficiency lighting materials. Small businesses may receive up to $500 as a rebate on similar materials.

The Office operated three of its five programs during FY 1987. Over 7,600 homeowners and small business owners have received rebates under these three programs. At the end of FY 1987, $800,000 in rebates had been returned to Maine homeowners and small business owners.

Institutional Conservation Program (ICP): This federal program, administered in Maine by the OER, awards matching grants to schools and hospitals for energy conservation projects. In the most recently completed annual grant cycle, OER approved the funding of 39 grants, totalling more than $1.2 million. Funding for these grants came from a federal ICP allocation to Maine, and a State Exxon Petroleum oil overcharge allocation of $1,000,000. Currently, the OER is accepting applications for the next ICP grant cycle which will be completed in early 1988.

Legislation: On January 1, 1987 Legislation requiring compliance with mandatory energy standards became effective for all publicly funded new construction or substantial renovations in Maine undertaken after that date, excluding single family residential dwellings. OER oversees the administration and enforcement of this law. During 1986, the OER worked closely with the Advisory Council on Energy Efficient Building Performance Standards and a 39 member task force in revising the Maine Energy Efficient Building Standards. Public hearings on the revised standards were held in Brewer on November 24, 1986 and in Portland on November 25, 1986. The Advisory Council approved the final draft of the Standards on December 16, 1986.

Natural Gas and Coal: Maine's supply of natural gas has always been limited by the relatively small capacity of the natural gas pipeline entering the State from the south. However, in 1987, Maine's only natural gas distributor, Northern Utilities, Inc. received all of the necessary permits to convert a Portland-Montreal petroleum pipeline to natural gas and to import Canadian natural gas into Maine and New England. Deliveries through this pipeline are scheduled to begin by the end of 1987. Maine's supply of natural gas will be greatly expanded.

Solar Energy: Solar energy, used in conjunction with energy-efficient building techniques, was one of the most popular subjects among Maine residents asking OER for advice or information over the past year. The Energy Office sponsored several tours of solar homes and many workshops explaining how to take advantage of the energy from sunlight.

Hydropower: OER assisted developers of small hydropower projects by providing both technical assistance and advice. The Office reviewed all hydro-electric licensing applications and commented on them to the Department of Environmental Protection and to the Land Use Regulation Commission.

Wood: OER continued to actively encourage the safe and prudent use of wood and other forms of biomass for energy. The Office worked with the Departments of Conservation and Environmental Protection on wood energy issues, including supply availability, the impact of increased harvesting for industrial operations, and the impact wood smoke may be having on air quality. OER provided technical assistance to developers planning to use wood to generate electricity and to existing Maine industries considering conversion to wood. OER continued to encourage the use of residential woodstoves.

Other Renewable Energy Resources: OER was consulted on energy projects involving peat, tidal power, solid waste, methane, alcohol fuels, and wind.

The Energy Extension Service (EES): Five energy agents give direct assistance to individuals across the State. The agents operate out of five regional offices in Presque Isle, Bangor, Augusta, Lewiston, and Portland. During FY 1987, these outreach workers conducted dozens of workshops, provided follow-up technical assistance on home energy conservation, woodstove safety, and energy standards in buildings. EES agents also addressed community groups, adult education classes, clubs, and school classes on energy issues. They assisted small businesses, promoted home energy audits and conservation programs, led tours of homes using solar energy, demonstrated energy-saving products and technologies at fairs and conventions, and assisted community weatherization efforts.

The Energy Van: OER's traveling display was visited by thousands of people last year. The Energy Van, which contains displays of energy conservation equipment and technologies, visited schools, fairs, festivals, and shopping centers to bring energy information to people throughout the State.

Energy Conservation Month: OER makes an intensive information effort each October, because it is Energy Conservation Month nationally. In 1986, the month was devoted to a statewide media campaign aimed at promoting energy conservation and the use of renewable resources.

Information Activities: Information activities centered on services to the public. OER's central office answered thousands of requests for information on topics as varied as the use of solar energy, wood burning, building or retrofitting a home to be energy-efficient, fuel prices, and weatherization techniques. In addition to answering questions by telephone and in person, OER distributed over 40,000 energy publications. These were prepared or revised by OER, and contain the latest available information.

Through the media, the OER attempts to inform the public of major developments, issues, and trends in energy.

LICENSES, PERMITS, ETC.:

Energy Auditor Certification

PUBLICATIONS:

State of Maine Energy Resources Plan ($3.00)
Insulation Facts
Energy Conservation Building Standards: Manual of Accepted Practices ($3.00)
Energy Conservation Building Standards: Narrative ($5.00)
Hydropower Site Evaluation
Electricity from the Sun
Maine Woodburning Guide
Winners II: Affordable Energy Efficient Solar House Design
Enersave: Energy Saving, Cost-Effective Construction.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ENERGY RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	510,415	327,649			182,766	
Health Benefits	24,136	16,068			8,068	
Retirement	91,582	60,499			31,083	
Other Fringe Benefits	2,177	1,279			898	
Computer Services—State	1,540	1,540				
Other Contractual Service	174,641	102,511	35,470		36,660	
Rents	10,638	8,102	1,713		823	
Commodities	12,928	9,063	2,427		1,438	
Grants—Subsidies—Pensions	553,686	3,174	539,212		11,300	
Equipment	9,559	9,559				
Transfers To Other Funds	21,500		77		21,423	
TOTAL EXPENDITURES	1,412,802	539,444	578,899		294,459	

GOVERNOR'S ADVISORY BOARD ON EXECUTIVE CLEMENCY

MICHAEL L. RAIR, CHAIRMAN

Mail Address: Statehouse Sta. #1, Augusta, Maine 04333 *Telephone:* 289-3531
Established: 1987 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102J; *Citation:* Exec. Order 9 FY 86/87
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: As established by Executive Order 9 FY 86/87 on January 16, 1987, the Governor's Advisory Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice on all applications for gubernatorial clemency. The Board meets at the call of the Chairman no less than once every two months.

ORGANIZATIONS: The Governor's Advisory Board on Executive Clemency consists of three members who have demonstrated humanitarian concern as well as a thorough knowledge of the criminal justice system and who have demonstrated such qualities in their private and professional lives which assists them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The members of the Board are appointed by the Governor to serve at his pleasure.

PROGRAM: The Governor's Advisory Board on Executive Clemency reviews requests for pardons and commutations in order to determine a petitioner's eligibility for a hearing. After each hearing, the Board meets in executive session to discuss each petition and make recommendations to the Governor.

Information on Executive Clemency and petition forms are available from the Pardon Clerk, Office of the Secretary of State, Statehouse Station #101, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the (Office of) the Governor.

(OFFICE OF) FEDERAL-STATE COORDINATOR

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333
Established: 1965 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 108; *Citation:* 1965 P & SL Chap. 262
Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The Office of Federal-State Coordinator assists in the implementation of the Governor's program, in accordance with the statutory mandate creating the Office.

ORGANIZATION: The coordinator is appointed and his/her salary is set by the Governor. The coordinator is under the immediate supervision, direction and control of the Governor and clerical assistance may be employed as necessary.

PROGRAM: As an aide to the Governor, the Federal-State Coordinator deals with matters concerning economic development, transportation, natural resources and energy, and may function as a legal advisor. He also serves as liaison with the State of Maine Office in Washington and the Congressional Delegation. The Office handles relations with the New England Governors' Conference, the National Governors' Conference and other national organizations. Although the Office of Federal-State Coordinator is not responsible for the acquisition of federal funds, it aids in solving problems concerning federal grants.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) FEDERAL-STATE COORDINATOR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	64,187	64,187				
Health Benefits	2,534	2,534				
Retirement	6,335	6,335				
Other Fringe Benefits	598	598				
Computer Services—State	3,593	3,593				
Other Contractual Service	9,668	9,668				
Commodities	148	148				
TOTAL EXPENDITURES	87,063	87,063				

STATE AGENCY HOUSING COORDINATING COMMITTEE

ELIZABETH H. MITCHELL, CHAIRPERSON

Incoming WATS: 1-800-452-4668
Central Office: 295 Water Street, Augusta *Telephone:* 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330
Established: 1981
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102W; *Citation:* Exec. Order 1 FY 82

PURPOSE: One of the Committee's major goals is to coordinate housing activities within the state in order to maximize limited resources, to avoid duplication and to target programs to areas with greatest needs. The SAHCC works closely with the Maine State Housing Authority in the development of housing policy.

ORGANIZATION: The membership of the SAHCC includes representatives of the: Maine State Housing Authority, State Planning Office, Office of Energy Resources, Bureau of Maine's Elderly, Bureau of Mental Retardation, Division of Community Services, Farmers Home Administration, and Veterans Administration. The Committee is chaired by the Director of the Maine State Housing Authority.

PROGRAM: The Committee meets on an as needed basis. No money from the state's General Fund is used to support the activity of the SAHCC. No job slots are assigned to this Committee. Staff support is provided by the Maine State Housing Authority.

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

MAINE LAND AND WATER RESOURCES COUNCIL

RICHARD H. SILKMAN, CHAIRMAN
KAREN MASSEY, DIRECTOR

Central Office: State Planning Office, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333
Established: March 19, 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102H; *Citation:* FY 81 Exec. Order 9
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The basic purpose of the Council is to advise the Governor, Legislature, and state agencies in the development of a comprehensive, integrated land and water resources planning and management program for Maine. The Governor's Executive Order, which established the Council, directed the Council to do the following: provide for a substantially improved land and water resources information base for planning purposes, develop a program to interpret and analyze this information base, evaluate Maine's land use regulatory system and recommend necessary improvements, provide direction to the State's comprehensive land use program, encourage inter-agency coordination of land and water resource programs through review of relevant agency work programs, recommend coordinated state policies for major proposals that transcend the concerns of any one agency, and seek cooperation of federal agencies to assure that their programs are in the best interest of the state.

ORGANIZATION: The Council was created by Executive Order No. 12 FY 75/76 on March 19, 1976. This Executive Order has been amended by Executive Order No. 9 FY 80/81.

The Council's membership consists of: the Director of the State Planning Office, who is the chair, the Commissioner of the Department of Agriculture, the Commissioner of the Department of Conservation, the Commissioner of the Department of Environmental Protection, the Commissioner of the Department of Human Services, the Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of Transportation, the Director of the State Development Office, the Director of the State Energy Office, the Vice President for Research and Public Service, University of Maine; and the Chairman of the Regional Planning Commissions Directors' Association.

PROGRAM:

HIGHLIGHTS OF 1986 ACTIVITIES

Maine's ground water resources, their effective protection and management, were the focus of continued scrutiny by the Land and Water Resources Council during 1986.

The Council's Ground Water Standing Committee established six subcommittees composed of State agency personnel and representatives from trade associations and other interested groups. Final reports and recommendations were presented to the Standing Committee on July 1, and implementation is now underway to assure Maine's continuing ground water quality and availability, to protect public health, and to improve the efficiency of government ground water related programs.

The Council's Coastal Advisory Committee, established by Executive Order of Governor Joseph E. Brennan in October, 1984, proved its merit by fostering development of new Coastal Policy Legislation, adopted by the Second Session of the 112th Legislature. They also coordinated the funding of important coastal resource projects, including an investigation of the cumulative impacts of development on the Maine Coast.

During 1986, the Council also oversaw further implementation of the Maine Rivers Policy, preparing a Progress Report to the Governor and Legislature, and monitoring the myriad of legislative and administrative activities affecting Maine's river resources. The Council continued to assist in coordination and policy development regarding the State's involvement in federal hydropower proceedings; commented on federal legislation affecting hydropower relicensings; and, through the Water Flow Advisory Committee and the Council Director, with assistance from agency staff, worked with the U.S. Army Corps of Engineers on the basin-wide water flow assesment of the Kennebec River.

The following three sections describe, in greater detail, the Council's activities during 1986 in its three major fields of endeavor: policy formulation, resource management system development, and high priority problem response. The last section describes the creation and organization of the Council.

I. POLICY FORMULATION

Background. Management of the State's ground water resources continued to be a major focus of the Council's policy formulation activities in 1986.

Ground water supplies the drinking water for more than half of Maine's people and is the primary and usually the only source available to the State's rural residents. The Maine Geological Survey estimates that about ten percent of Maine's ground water may already be contaminated in some degree. Leaking underground storage tanks, buried wastes, pesticides, road salt, and other contaminants threaten to degrade more of the resource. In some areas, especially along the coast, increased usage, combined with natural phenomena like saltwater intrusion, have given rise to ownership conflicts over local ground water supplies.

Since the late 1970s, Maine has made tremendous strides in identifying and responding to ground water pollution problems, eliminating threats to public health from ground water contamination, and gaining a better understanding of the character of the State's vital ground water resources. The following are a few of the highlights of this effort:

— 1979, Ground Water Subcommittee of the Land and Water Resources Council presented its report; "A Management Strategy for Maine's Ground Water Resources," recommending increased data gathering, technical assistance, regulatory, and public education efforts respecting the State's ground water resources and assigned the Land and Water Resources Council a program coordination function;

— 1980, in response to 1979 report, the Legislature created the Ground Water Protection Commission. The Commission's recommendations resuled in significant legislative and regulatory action to increase protection of the resource from contamination including: 1) 1981, amendment of the Site Location of Development Law to prohibit the siting on sand and gravel aquifers of projects with a potential to pollute the aquifer; 2) establishment of the Maine Hazardous Waste Fund; 3) 1983, passage of the Underground Tanks Regulation Act;

— December 1983, Governor Brennan directed the Land and Water Resources Council to do a thorough review of the State's ground water management activities to assess progress toward full implementation of the Ground Water Protection Commission's recommendations and to make any additional recommendations deemed necessary;

— January 1985, the Council's Ground Water Policy Review Committee issued its report and recommendations, discussed below;

— June 1985, Governor Brennan issued an Executive Order declaring: "It is the policy of the State of Maine to allocate, protect and monitor Maine's ground water resources, through measures which expand our knowledge of ground water hydrogeology, protect public and environmental health, meet future water supply needs, and encourage a sound economy." The order further directed the Land and Water Resources Council to establish a Standing Committee on Ground Water to implement the State's ground water policy;

The Ground Water Standing Committee. During 1986, the Council's Ground Water Standing Committee, chaired by the Commissioner of the Department of Environmental Protection, and the member agencies made substantial progress in accomplishing the tasks recommended in the January, 1986, report of the Council's Ground Water Review Policy Committee.

The Standing Committee first met in June 1985 and established six subcommittees to focus on selected tasks set forth in the 1984 report: Resource Use, Resource Protection, Ground Water Classification, Health Risk Assessment, Interagency Coordination, and Ground Water Education. Representatives from various industrial and trade associations and public advocacy groups with ground water interests were invited to serve on these subcommittees.

A State Ground Water Coordinator was hired to staff the Standing Committee, advise the subcommittees, and coordinate the overall implementation of State ground water policy and policy development efforts. The subcommittees assembled for the first time at a Ground Water Workshop held on October 28, 1985. The workshop served several purposes: to provide all subcommittee members with a common knowledge base on ground water contamination, resources, problems, and ongoing data-gathering and regulatory programs at all levels of government; to focus individual subcommittee tasks; and to provide a clear description of the coordinated effort being undertaken.

The subcommittees made their reports and recommendations to the Standing Committee on July 1, 1986. Implementation of many of these recommendations is already underway. Others will require legislation, to be introduced to the 113th Legislature. The Standing Committee has established a Policy Subcommittee to set priorities and review allocation of resources. Pilot projects in ground water data management and ground water classification are being undertaken.

Critical to the accomplishment of various recommendations has been hiring of four new professional staff, in addition to the State Groundwater Coordinator: a senior geologist at the Department of Environmental Protection, a hydrologist at the Department of Human Services, and two geologists at the Maine Geological Survey. These personnel will enable the State to better accomplish its ground water protection goals, although additional resources will be needed to accomplish all of the tasks recommended in the 1986 Policy Committee report and in the 1986 Standing Committee report.

II. RESOURCE MANAGEMENT SYSTEM DEVELOPMENT

Coastal Advisory Committee. By Executive Order of June 12, 1984, Governor Joseph E. Brennan established a Coastal Advisory Committee as a Standing Committee of the Land and Water Resources Council. The Committee, staffed by the Maine Coastal Program Manager, is to provide interagency and intergovernmental coordination for the Maine Coastal Program and, acting through the Council, to advise the Governor, the Legislature and State agencies on sound coastal management actions. In 1986, the Committee reviewed funding of projects for Maine's local coastal program and awarded grants consistent with the Coastal Priorities Statement. A major area of investigation funded was cumulative impacts of the rapid development on the Maine Coast. The Coastal Advisory Committee also endorsed development of new coastal policy legislation which was passed by the Second Session of the 112th Legislature.

Water Flow Advisory Committee. In November 1983, the Council's special Water Flow Management Committee reported a series of findings and recommendations to improve the State's existing flood prediction, response, and prevention programs and policies.

As a result of the Water Flow Management Committee's recommendations, the U.S. and Maine Geological Surveys have formed a permanent Water Flow Advisory Committee. This Committee, consisting of representatives from State and federal agencies and major dam operators throughout Maine, meets semi-annually to exchange information on precipitation, snow pack, and seasonal storage levels, to discuss flooding potentials; to issue a seasonal flood advisory; and to plan for measures to abate excess flows.

The Committee also recommended an in-depth analysis of the Kennebec River watershed as a prototype for similar studies of other rivers.

The first phase of this program began in the Fall of 1984. In conjunction with other federal and State agencies and with critical data supplied by dam operators, the Army Corps of Engineers prepared a hydrologic analysis of major flood events on the Kennebec. The Water Flow Management Committee reviewed and commented on this report and is providing guidance to the Corps on the second phase of the report to be completed in the Fall of 1987.

Data Management Committee. The Data Management Committee was established by the Council to address what all member agencies agree is a critical problem in natural resources policy implementation and coordination: the gathering, organizing, and dissemination of data necessary to guide policy and decision making. The Committee applied for and was awarded funding from the Coastal Program to develop a natural resources data management system. After determining that a comprehensive system was not within the allotted funds, the Committee worked with the Interagency Coordination Subcommittee of the Ground Water Standing Committee to develop an RFP for a pilot project on ground water data management. A contractor was selected and work on Phase I of the project — an inventory of existing systems and assessment of user needs — was completed by January 1987. Partial funding has been secured for Phase II of the project — developing a proposal for a new statewide system.

III. HIGH PRIORITY PROBLEM RESPONSE

Maine Rivers Policy Implementation. Passage of the landmark Maine Rivers Act in June 1983, accompanied by other related legislation, budget allocations, and administrative measures, completed development of the Maine Rivers Policy pursued by the Council since 1981. In July 1983, Governor Brennan directed that the Council, through the Director, closely monitor the progress of State agencies to assure the timely implementation of their various individual responsibilities. This was a major focus of Council activities during the past year as the proposal to build a major new hydroelectric facility at Big Ambejackamockamus Falls on the West Branch of the Penobscot River focused public attention on the Rivers Act, particularly its hydro licensing provisions.

In December 1985, the Council issued a Progress Report to the Governor and Legislature reviewing the accomplishments and issues in implementation to date. The following is a summary of the Findings and Recommendations of that report.

The Council finds that:

— Traditionally, Maine's environmental laws have been designed to protect the public health, safety, and welfare from the potentially harmful effects of private activity on private property. The Maine Legislature went beyond this traditional conception when it created the Maine Rivers Policy, the purpose of which is to provide not only environmental protection, but also a wise and careful means of allocating to private use and profit a scarce public asset — Maine's valuable rivers resources.

— Overall, the Maine Rivers Policy is accomplishing its objectives, and doing so efficiently and effectively.

— The Policy has resulted in many substantial accomplishments, including:

- the establishment of special protective zoning along some 1300 miles of Maine rivers in cities, towns, and the unorganized territory;
- the granting of State permits under the Maine Rivers Act for 21 hydropower projects that will produce 75.8 MW of new generating capacity;
- the registration with the Department of Environmental Protection of 716 dams throughout the State; and
- the award of more than $11.5 million to Maine cities and towns for waterfront improvement and community development projects along Maine rivers.

— As with any innovative public policy, especially one involving the coordinated efforts of many agencies with diverse interests and responsibilities, there are areas where improvements are called for in its implementation.

— As public attention has focused largely on the unique Big "A" hydropower proposal, the issues raised by this project deserve the most careful review and response, particularly those involving the legitimacy of considering "alternatives" to a proposed project during permitting proceedings. The Council recommends that:

— The laws that constitute the Maine Rivers Policy not be amended at this time.

— The Board of Environmental Protection and Land Use Regulation Commission adopt regulations pursuant to the Administrative Procedures Act to govern administration of the hydro permitting procedures of the Maine Rivers Act.

— Alternatives to a proposed hydropower project be considered under certain, carefully defined circumstances where significant public economic costs or environmental harms are involved; and the regulations should so specify, in order to resolve the confusion surrounding this issue.

— The terms "existing dam" and "redevelopment," as used in the 1983 Maine Rivers Act, be defined in regulations.

— The Governor designate LURC as the certifying agency under §401 of the federal Clean Water Act for hydropower development projects in the Unorganized Territory.

— Procedures needed to integrate compliance with §401 of the Clean Water Act into issuance of permits under the Maine Waterway Development and Conservation Act be fully clarified in the regulations.

— Procedural issues regarding such matters as attendance at hearings by decision-makers, opportunities for intervention and public participation in permitting proceedings, etc., be resolved through general administrative regulations applicable to all permitting procedures for the respective boards, and not by amendment to, or regulation under, the Maine Rivers Act.

Pursuant to these recommendations, the Governor issued an Executive Order, effective January 15, 1986, designating LURC the certifying agency for all hydropower development projects for which it has permitting authority; the Council monitored and testified on, or otherwise participated in the legislative process regarding six bills proposing to amend the Maine Rivers Act; and LURC and the BEP proceeded with the joint development of hydropower recommendations.

FERC Coordination Procedure. In March 1982, Governor Joseph E. Brennan, by Executive Order, directed the Council to establish a process for coordinating state agency comments to the Federal Energy Regulatory Commission (FERC), on its notices of preliminary permits and licenses for hydropower projects. The Council established a Standing Committee to administer this procedure and to assure effective communication among the affected agencies.

Enactment of the Maine Waterway Development and Conservation Act in June 1983 resulted in the consolidation of State hydropower permitting authority under the DEP and LURC. Because of the potential for conflict between the State hydropower permitting ~~decision and~~ the FERC licensing action, the importance of the Council's coordination procedure expanded to assure a consistent assertion of a single State position before FERC.

The FERC Coordinating Committee has recently been charged by the Council with coordinating and developing State policy on the pending federal relicensings of many of the State's major hydropower facilities. This promises to be a major undertaking over the next few years. The Committee met in June, 1986, and prepared nine recommendations for endorsement by the Council at its next meeting. Follow-up activities are underway.

Federal Hydropower Policy. In October 1982, Governor Joseph E. Brennan directed the Office of Energy Resources (OER) to submit the *State of Maine Comprehensive Hydropower Plan* to the Federal Energy Regulatory Commission (FERC). Section 10(a) of the Federal Power Act requires FERC to make its decisions in accordance with accepted comprehensive river resource plans. Maine hoped to receive FERC acceptance of its plan as a guide for federal hydropower licensing decisions.

FERC has stated that it does not adhere to any single plan and that Maine's plan will be but one piece of evidence it will use in making its licensing decisions. Federal court decisions have held that FERC may override a State's decisions and issue pre-emptory federal licenses for projects that have not received the necessary State permits. This situation raises grave concerns about the efficacy of the Maine Rivers Policy, and of similar policies of other States, in federal proceedings. Governor Brennan, therefore, asked the Council, through the Director, to work with the Maine Congressional delegation, other members of Congress, and interested parties nationwide to devise legislation to address this concern.

Cumulative Impact Project. The design of this project was based upon the assumption that the cumulative impacts of development will be substantial and detrimental to the Maine landscape and that the state needs to find ways to better guide growth so as to avoid adverse effects. It was divided into two parts. The first was the provision of detailed resource and land use trend information (on the DOC geographic information system) and technical assistance to a nine-town area in southern Maine. This aspect will continue for probably two more years as SMRPC and the SPO technical assistance unit work with the towns to develop more effective local land use controls and non-regulatory conservation strategies.

The second part of the project was directed at drawing conclusions from this nine-town "microcosm" (as well as from other SPO research) that are applicable statewide. Along with our State Cumulative Impact Advisory Committee, the State developed recommendations for consideration by the Coastal Advisory Committee by the fall of 1987. The recommendations address regulatory, planning, financial incentives and disincentives, conservation and funding opportunities to improve state and local capacity to manage land use in the organized portion of Maine.

Some of the *interagency coordination* issues that were addressed include:

- To what degree should state agencies abide by state policies and local land use management strategies (assuming thoughtful ones are developed) and how do we achieve conformance? (ie., DOT road construction/access permits; SDO tourism promotion; SPO community development funding; DEP permitting decisions).
- What data should be available to localities and agencies for land planning and conservation, and in what form is it most useful? What role should a geographic information system play?
- How can public and private land conservation efforts be more effectively coordinated and funded?
- What kind of technical assistance should state agencies provide to regional agencies and towns in land use planning?

Implementation of Coastal Legislation. An implementation strategy was developed for recently enacted coastal legislation. Activities included:

1. Implementation of Policies:
   The legislation contained nine coastal management policies and required State and local actions to be consistent with them. These policies will affect State/local permitting, funding, and planning activities.

2. Implementation of Coastal Heritage Areas:
   These areas will be identified in four phases corresponding with the four physiographic regions of the coast. In 1987, the first two regions (Kittery to Cape Elizabeth; South Portland to St. George) will be considered. With a Coastal Program grant, the natural resource policy unit staff of SPO is conducting an assessment of the most scenic areas of the coast between Kittery and St. George this summer.

   The Maine Historic Preservation Commission is providing us with the locations of historical and archeological sites for these regions; the Nongame Program with the locations of important marine and inland wildlife habitat; and SPO will add data on Critical Areas. Criteria will be applied that have been developed and used to determine preliminary boundaries next winter. A strategy will be developed to secure protection of these areas and implement a similar sequence for the next two regions during the next fiscal year.

   Issues relating to interagency coordination include:

   — developing and implementing protection strategies for these areas in *collaboration* with local efforts
   — data management

   The Critical Areas Advisory Board is the main advisory group in this endeavor. A technical group may be formed as well.

3. Implementation of Water-dependent Use Provisions:
   SPO is currently working with an ad-hoc advisory group to identify those areas along the coast suitable for water-dependent uses; the pressures on these areas; State and local strategies to give preference to these uses where appropriate and a public education initiative extolling the value of these areas.

4. Local Implementation:
   The legislation included many provisions (both enabling and specific requirements) that are directed at the municipal level. SPO is preparing a handbook that describes these changes and ways that municipalities can use them. Of special note are provisions related to public access to the shoreline and hazard area management.

Visual Assessment. In addition to identifying heritage areas, SPO plans to conduct a visual assessment of the Route 1 corridor that can be used to back up State and local land use policies. SPO will encourage towns to apply the techniques developed in this and other scenic work through the SPO's technical assistance unit.

IV. PURPOSE AND ORGANIZATION OF THE COUNCIL

The Land and Water Resources Council was created by Executive Order of Governor James B. Longley in March of 1976. In May of 1979, Governor Joseph E. Brennan issued a new Executive Order re-establishing the Council under his Administration. The new Executive Order maintained the same basic direction for the Council and added the Office of Energy Resources to the Council's membership.

The Executive Order directs the Council to provide for a substantially improved land and water resources information base for planning purposes; to develop a program to interpret and analyze this information base; to evaluate Maine's land use regulatory system periodically and to recommend necessary improvements; to study and recommend solutions to specific land and water resource management problems; to encourage inter-agency coordination of land and water resources programs, through review of relevant agency work programs; to recommend coordinated State policies for major proposals that transcend the concerns of any one agency; and to seek cooperation of federal agencies to assure that their programs are in the best interest of the State.

The Council consists of: the Director of the State Planning Office, who is Chair; the Commissioner of the Department of Agriculture, Food and Rural Resources; the Commissioner of the Department of Conservation; the Commissioner of the Department of Environmental Protection; the Commissioner of the Department of Inland Fisheries and Wildlife; the Commissioner of the Department of Marine Resources; the Commissioner of the Department of Transportation; the Director of the State Development Office; the Acting Director of the Office of Energy Resources; the Vice-President for Research and Public Services, University of Maine at Orono; and the Chairman of Regional Planning Commissions Directors' Association.

PUBLICATIONS:

Policy Recommendations for Reducing Coastal Storm Damages
A Management Strategy for Maine's Ground Water Resources
Recommended Improvements in Computerized Management of Natural Resources Information
Recommendations of the Ground Water Protection Commission
Assessment of Ground Water Quantity in Maine
Interim Report of the Hydropower Study Subcommittee
The Maine Rivers Policy, 1983-85: A Progress Report to the Governor and Legislature

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the State Planning Office.

GOVERNOR'S MUNICIPAL ADVISORY COUNCIL

CHERYL LEEMAN, CHAIRMAN
DANA CONNORS, Liaison

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333
Established: 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102S; *Citation:* Exec. Order 11 FY 79
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor's Municipal Advisory Council ensures a partnership between the chief executive and local governments, enhancing prospects for achieving mutually-held objectives and providing a forum for discussion and resolution of potential conflicts. The Council's duty is to advise the Governor on matters which it feels have substantial impact on the future development of municipalities and the quality of life of their residents. The Council's purpose is to improve mutual understanding and to forge a foundation for more creative and practical solutions to the problems confronting municipalities.

ORGANIZATION: The Council consists of twelve members, all of whom are municipal officials representative of all areas of the State. Included in the Council membership are the President of the Maine Municipal Association, and representatives from the Maine Conference of Mayors, Maine Town and City Management Association, Maine Town and City Clerks' Association, Maine Association of Regional Councils, and Maine Association of Assessing Officers. Six other members are appointed for two year terms by the Governor. The council is required to meet at least four times a year.

PROGRAM: The Governor's Municipal Advisory Council meets with the Governor every two to three months to discuss critical municipal concerns regarding such things as the Governor's legislative program, highway funding, and the level of state-local funding, and the status of various programs of local concern.

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

STATE PLANNING OFFICE

RICHARD H. SILKMAN, DIRECTOR

Central Office: 184 State Street, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333
Established: 1968 *Sunset Review Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 105; *Citation:* 5 M.R.S.A., Sect. 3303
Average Count—All Positions: 47 *Legislative Count:* 18
Organizational Units:
Community Assistance Division
Natural Resource Policy Division
Economics Division
Management Division

PURPOSE: The State Planning Office was established to strengthen the planning and management capability at all levels of government by assisting in identifying current problems and opportunities, providing guidance for economic, social and physical development of the State, providing a framework for and assisting regional and metropolitan planning, and reviewing and coordinating federal, State, regional and local planning activities.

The primary responsibilities of the State Planning Office are to provide assistance to the Governor and the Legislature in identifying long-range goals and policies for the State; to coordinate the preparation and revision of development and conservation goals for the State; to conduct continuing economic analysis of the economy and resources of Maine in order to assist the Governor, the Legislature and the various state departments in formulating economic goals, and programs and policies to achieve such goals; to undertake planning programs that cut across responsibilities of line agencies, e.g. Critical Areas Program, Coastal Planning, Water Resources Planning; to provide planning assistance to regional planning commissions, local planning boards and community development groups; to participate in inter and intra-state planning; to provide assistance to public and citizens groups and act as the coordinating agency among the several offices, authorities, boards and commissions; to provide general review and coordination in functional areas of State Government; to represent the State on the New England Governors' Conference; and to administer the statewide intergovernmental review clearinghouse.

ORGANIZATION: The State Planning Office was established by statute in 1968 as an agency of the Executive Department, assuming certain planning-oriented duties assigned to the former

Department of Economic Development. Responsibilities and functions delegated to the Office in addition to its original statutory duties include State Government Reorganization and Water Resources Planning, in 1969; Coastal Zone Management and A-95 Project Notification and Review, in 1970; State Socio-Economic Data Center and Coordination of Shoreland Zoning Act, in 1971; Critical Areas Register and Advisory Board, in 1974; additional economic planning and analysis responsibilities (from the disbanded Department of Commerce & Industry) in 1975 and state administration of the Community Development Block Grant Program in 1981. Other organizational activities assigned by Executive Order or designation by the Governor are the Land and Water Resources Council, Maine-Canadian trade analysis, federal activities impact coordination, Coastal Energy Impact Program administration, and State Assistance Program administration for the National Flood Insurance Program.

In 1987, the internal organization includes four divisions: Community Assistance, Economics, Natural Resources, and Management. In a measure effective in FY 88, the 113th Legislature reassigned the Community Assistance Division to the Department of Economic and Community Development.

PROGRAM:

Community Assistance Division: The Community Assistance Division has the following five goals: (1) the provision of financial assistance for local planning and development; (2) the provision of technical assistance to local and State officials, citizens, legislators and community groups; (3) the communication of local needs to the Governor, Legislature, and Federal officials, and the communication of State and Federal priorities to local officials; (4) the support of a viable substate planning system; and (5) the establishment of quality standards for local governments in the area of grants administration.

Community Development Block Grant Program: The State Planning Office assumed responsibility for administering the Small Cities Community Development Block Grant Program (CDBG) in 1982. CDBG funds were awarded in the years 1982 through 1987 by the Community Revitalization Program, the Development Fund, and a Planning Grant Competiton. An Advisory Committee, composed of State, regional and local officials assisted in establishing the program and continues to advise the state on program policies and goals. The CDBG goal for 1987 is to serve as a catalyst for local governments to implement programs of physical improvements which: (1) are part of a long-range community strategy; (2) provide the conditions and incentives for further public and private investment; (3) improve deteriorated residential and business districts; and (4) benefit low and moderate income people.

The State Planning Office administered a total of $62 million in CDBG funds in 1982 through 1987. These funds supported block grants for local community development which resulted in: extensive public facility improvements, the creation of many hundreds of new jobs, and the rehabilitation of several hundred commercial/residential structures.

The 1987 CDBG program consisted of the following components: (1) Reserved Grants, ($2.8 million) for communities which have received prior, multi-year grants; (2) Community Revitalization Grants ($4.7 million) to support a wide variety of community development initiatives; (3) a Development Fund ($750,000) to assist existing or new businesses or developers wanting to bring new jobs or housing to their areas; (4) Planning Grants ($150,000) to assist communities without a CDBG grant and without professional planning capability to prepare and implement a local development plan; and (5) Technical Assistance Grants ($100,000) to non-profit, regional organizations in each of the 11 planning and development districts to assist in State administration of the CD program. The remainder of the State's CD funds ($287,000) were used for State administration of the program.

On October 1, 1987, the Community Assistance Division will be transferred from the State Planning Office to the new Department of Economic and Community Development as the Office of Community Development.

Flood Insurance Program: At the direction of the Governor, the State Planning Office is the Coordinating Agency for the National Flood Insurance Program (NFIP). Program staff assisted communities in converting from the Emergency to the Regular Flood Insurance Program. Staff also worked with other State agencies in order to integrate flood proofing and protection recommendations into existing State permitting procedures. Additional services provided by this Program include a model ordinance for development in the flood plain was issued to help local governments comply with new federal requirements. Staff coordinated the State's mitigation response to the April 1, 1987 flood of record; reviews of projects proposed in floodplains for adequate design, an inventory of historic high water marks on Maine rivers, and a floodplain information clearinghouse.

Local Planning Assistance Program: The Division continued to provide planning assistance to local officials and the general public on matters related to zoning, subdivision controls, comprehensive planning, and Maine's land use laws in general. This assistance included the distribution of technical publications such as a booklet containing suggested subdivision regulations for small towns, a pocket-size pamphlet containing Maine's planning and land use laws, a handbook for municipal boards of appeals, a booklet containing the recent rivers legislation, and a guide to the new manufactured housing law.

Intergovernmental Review: During 1985, numerous projects were submitted to the State Planning Office for Intergovernmental Review, a review process established by a 1984 Executive Order, which replaces the A-95 Review process that had been in effect prior to that time. Projects reviewed included grant applications from State and non-State applicants, federally required State plans, and direct federal development projects including Environmental Impact Statements and Notices of U.S. Government Surplus Property. Information on these projects was submitted to the State and regional agencies and others for their review by means of a biweekly bulletin.

Coastal Program Local Planning Grants: The Division supported waterfront development and revitalization planning projects in 18 coastal communities. These local waterfront planning efforts focus on improving and expanding economic and recreation benefits on waterfronts and improving access for commercial and recreational users.

Policy Division: The mission of the Policy Division is threefold: 1. *short term issue analysis:* to meet in a timely fashion the requests of the Governor, executive agencies, and the Legislature for information, economic analysis, and policy recommendations on issues of immediate concern; 2. *long range policy analysis:* to conduct in-depth studies on issues of long range significance for the socio-economic and natural resource development of the State and to formulate policy recommendations for state decision makers; and 3. *program coordination:* to maintain current information on development plans and on state and federal development assistance programs, to formulate state positions on the best use of these programs and to coordinate federal, state, and local development efforts. The Division also administers the Maine Coastal Program under the Federal Coastal Zone Management Program and the Maine Critical Areas Program.

The *Economics Section* has two principal missions: economic policy analysis and economic data and forecasting services. The Section is headed by the State Economist, and consists of a small staff of professional analysts in economics, sociology, statistics, and computer science.

Economic policy analysis includes examination and study of specific issues as directed by the Governor or Legislature and as requested by other agencies. During the fiscal year major policy research topics included the proposed purchase of power from Quebec, the Maine tax system, the negotiation of a U.S.-Canadian free trade agreement, and telecommunications.

Economic data and forecasting services include bimonthly *Economic Reports*, a quarterly report of retail sales, and a semi-annual analysis of regional patterns of growth as a supplement to the *Economic Reports.* The Section maintains an econometric model of the Maine economy capable of providing long term forecasts (to the year 2015) and of simulating the effects of various changes on the economy. As a member of the New England Economic Project, the Planning Office joins with economists throughout New England to prepare eight-quarter forecasts of the region and the individual states.

The *Natural Resources Section* performs natural resource policy analysis and coordinates natural resources policy planning within State government. The Section is headed by a director and consists of a multi-disciplinary staff focusing on diverse issue areas. Four basic program areas are represented: groundwater, hydropower, coastal management, and critical areas.

Natural resources policy analysis includes examination and study of specific issues as directed by the Governor or Legislature and as requested by other agencies. During the fiscal year major policy research topics included a study of cumulative impacts of development in southern Maine, public access to the Maine coast, groundwater classification, and endangered habitats.

State Government Socioeconomic Data Center: The Data Center was created by Executive Order in 1978, although it existed less formally before that time. Data Center staff collect and maintain social and economic statistics concerning Maine and the U.S. and respond to requests for such information from a wide range of public and private interests. Such information is also provided to other Planning Office divisions for use in issue and policy analysis for the

Governor and Legislature. The number of requests handled by the Data Center has increased from 1,000 in 1978 to 2,625 in 1987.

Coastal Program: The Coastal Program consists of projects and activities designed to achieve a balance between the conservation of coastal resources and their wise utilization for the economic benefit of Maine people. For the past five years, Maine has received an annual grant of about $1.2 million from the U.S. Department of Commerce's Office of Ocean and Coastal Resources Management. The State Planning Office provides a focal point for coastal issues and coordinates the coastal activities of the State, Regional Planning Commissions, and local governments.

The Coastal Program provided funds to several State agencies during FY 86 to address various public policy issues of Statewide significance. For example, the Program provided funds to the Maine Department of Environmental Protection (DEP) to support five staff positions. This additional support enabled the DEP to assist developers to apply for permits more efficiently and assure greater compliance with the State's environmental laws. Examples of other issues addressed through special projects include an assessment of the cumulative impacts of development in Maine and the development of public assistance announcements to raise public awareness concerning growth in the State.

A major accomplishment of the Program was the enactment of An Act to Enhance the Sound Use and Management of Maine's Coastal Resources. The Act establishes nine policy goals, contains amendments to existing laws in the area of shoreline access, hazard areas management, water-dependent uses and natural areas protection. A bond issue was also enacted to establish a shoreline access fund, waterfront rehabilitation programs, and marine laboratory development.

The Coastal Program provided the planning and feasibility work underlying both the public commercial fishing piers and the cargo ports initiatives. As a result of these efforts, fish piers are now under construction in several coastal communities, a cargo port is receiving permits in Searsport, and the expansion of Bath Iron Works into Portland has been facilitated.

In addition, Coastal Program funding supports the review by State agencies of federal projects and other projects requiring federal permits for consistency with Maine's Coastal program and resource management laws. Maine's extensive research and analysis of the proposals to explore for oil and gas on Georges Bank resulted in the addition of needed restrictions on the drilling procedures. These restrictions help to protect the New England Coast from damaging spills and safeguard the invaluable fisheries of the region. Maine also joined the federal government in requiring a detailed program to monitor the effects of these drilling activities. Through their review of the Corps of Engineers' plans for dredging of the Kennebec River, State agencies identified a less damaging alternative which saved taxpayers over $200,000.

A large portion of Maine's Coastal Program funds are granted to coastal communities to conduct coastal resource management projects. The local grants portion of the Coastal Program complements State efforts to address significant public policy issues, improve the implementation of State laws and programs, and foster economic development. Communities use these small grants to support projects related to local land use issues (e.g. shoreland protection and land use ordinances), economic development (e.g. ports, harbors, waterfronts and fish piers), recreation and access (e.g. park developments and parking facility planning), and marine resources management (e.g. shellfish management surveys and clam warden programs). These grants enable towns to resolve conflicts and capitalize on opportunities to make the best use of their coastal resources. This results in better management of and improved protection for these irreplaceable resources as well as additional quality jobs for Maine people. Coastal funds for local waterfront acquisition and improvements were available to coastal communities for the first time in 1986.

In addition to local grants, the Coastal Program provides financial support for essential technical information and planning services provided by the SPO and Regional Planning Commissions to local governments. This effort is aimed primarily at decision-makers on the local level who are charged with the local land use regulation responsibilities.

PUBLICATIONS:

The following is a partial listing of State Planning Office publications, many of which are available from the State Data Center.

State of Maine Economic Report—bi-monthly
Natural Resources in Maine's Economy—1986
The Geology of Maine's Coastline—1983 ($5.00)

A Development Plan for Maine's Aquaculture Industry ($3.00)
River Stretches Receiving Additional Protection Under the 1983 Rivers Act—1983
The Maine Economy: A Forecast to 1995
A Preliminary Analysis of the Proposed Purchase of Electricity from Hydro Quebec
Public Access to the Maine Coast—August 1986
The Penobscot Bay Conservation Plan—March 1987
Maine Retail Sales Quarterly Report
Tourism Quarterly Review
Town Land Area
Standard Geographic Code for Minor Civil Divisions — 1982
1980 Final Census Count—Maine
Maine Planning and Land Use Laws
A Guide to the Flood Insurance Program
A Handbook for Municipal Boards of Appeals
Suggested Forms for the Administration of the Municipal Subdivision Law
Model Subdivision Regulations for Small Towns
Guidelines for Municipal Shoreland Zoning Ordinances
Maine Coast Estuarine Sanctuary
Maine's Whitewater Rapids and Their Relevance to the Critical Areas Program
Maine Peatlands
Piping Plover Planning Report
Guide to Federal Consistency
The Economic Dimensions of Tourism in Maine—1983
Farmland Conversion in Nineteen Maine Communities—1982
The Maine Economy: A Forecast to 1990—1982 ($5.00)
Poverty in Maine, 1970-80 — March 1985
State Policies and Programs Regarding Maine's Drinking Water — 1982

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PLANNING OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,213,611	525,478			688,133	
Health Benefits	61,279	23,197			38,082	
Retirement	215,462	99,312			116,150	
Other Fringe Benefits	5,931	2,390			3,541	
Computer Services—Comm.	4,437				4,437	
Computer Services—State	14,867	14,580			287	
Other Contractual Service	270,352	175,436	9,493		85,423	
Rents	2,540	1,261	493		786	
Commodities	34,582	29,493	252		4,837	
Grants—Subsidies—Pensions	10,897,852	365,434	71,020		10,461,398	
Equipment	24,423	1,114			23,309	
Transfers to Other Funds	36,612		388		36,224	
TOTAL EXPENDITURES	12,781,948	1,237,695	81,646		11,462,607	

(OFFICE OF) PUBLIC ADVOCATE

STEPHEN G. WARD, WILLIAM C. BLACK, ACTING PUBLIC ADVOCATES
JOEL SHIFMAN, GENERAL COUNSEL

Central Office: State Office Bldg., Augusta *Telephone:* 289-2445
Mail Address: Statehouse Sta. #112, Augusta, Maine 04333

Established: June 19, 1981

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 413; *Citation:* 35 M.R.S.A. 1-A

Average Count—All Positions: 7 *Legislative Count:* 7

ACTIVITIES AND OBJECTIVES: The fundamental goals and objectives of the Public Advocate are to represent the interests of the consuming public in utility-related proceedings before the Public Utilities Commission, federal agencies and the relevant courts, and to represent the public in matters relating to workers' compensation insurance rate proceedings before the Superintendent of Insurance and the courts.

The major cases in which the office has been involved in the past year have included: a series of cases before the Public Utilities Commission in which electric, telephone, gas and water rates were decreased due to the combined effects of lower federal taxes and lower costs of capital, the completion of a rate design case for the allocation of costs to each of Central Maine Power's customer classes, and preliminary efforts to revise the design of Bangor Hydro Electric's rates for the same purpose. Additionally, we have participated in three major fuel cost cases before the Public Utilities Commission in which the fuel component of rates was adjusted by stipulation to reflect increases attributable to new biomass generation units coming on line for Bangor Hydro-Electric, Central Maine Power and Maine Public Service. We have been actively involved in proceedings in Washington before the Federal Energy Regulatory Commission, pertaining to federal tax adjustments to rates charged by Maine Yankee Atomic Power Company and to certificate approval for the importing of Canadian natural gas by means of the Montreal to Portland pipeline, and before the Federal Communications Commission, whose final decision regarding the flow through to AT&T's Maine customers of Maine's gross receipts tax we have appealed to the federal Court of Appeals for the First Circuit. Finally, we have actively participated at the Bureau of Insurance and in Superior Court in efforts to uphold the lawfulness of Maine's workers' compensation statute and to restrain increases in workers' compensation costs.

SIGNIFICANT ACCOMPLISHMENTS: Our major accomplishment has been in providing consistent, professional representation for consumers before the Public Utilities Commission and the Bureau of Insurance through the continued development of a small, but very experienced, staff. Our ongoing presence has served to remind the utilities, regulators and other participants of the legitimate needs and expectations of consumers. Our specific achievements include:

1. Processing by means of stipulations, or in one case, presentation of expert testimony, prompt reductions in utility rates to reflect decreased federal taxation and lower costs of capital. These decreases included: a $16.8 million reduction in Central Maine Power Company's rates on February 1 and May 1; a $6.1 million reduction in Bangor Hydro-Electric Company's rates on April 1 with further reductions expected at the conclusion of the current rate case; a 5% decrease in New England Telephone Company's overall rates combined with faster depreciation of $10 million in NET telephone plant and equipment; a $438,000 rate decrease for Maine Public Service Company and; stipulations either approved or pending for tax-related or cost of capital decreases for ten telephone companies, five water utilities and one gas utility. In each of these cases, we played a key role in securing a swift and significant decrease in rates.
2. We have taken the lead in negotiating settlements of two major rate design cases for electric utilities. In the case of both Bangor Hydro-Electric Company and Central Maine Power Company, these rate changes promoted stability in rate levels while assigning costs to customer classes in a more accurate manner than formerly. Each stipulation was agreed to by representatives of all major customer groups, a fact which greatly assisted general customer acceptance of the rate charges. In the case of hook-up charges for residential

customers requesting service above 100 amps, the Legislature has subsequently repealed one aspect of both negotiated agreements.

3. We have attempted to minimize the near-term impact of major fuel increases for customers of Central Maine Power, Bangor Hydro-Electric and Maine Public Service Company while ensuring the continued development of the source which has caused these increases—private power production by cogenerators and bio-mass units. In the case of Bangor Hydro-Electric, we have sponsored testimony before the Public Utilities Commission which questions the reasonableness of contract pricing for purchases from three private power producers. In the case of Central Maine Power Company, we have successfully negotiated phase-in arrangements to reduce rate level disruptions caused by cogeneration increases over the next five years. In the case of Maine Public Service, we have pursued a two year phase-in agreement with the utility and the Commission Staff.
4. We have actively supported the proposed conversion of the Montreal to Portland pipeline from oil to natural gas, in export license proceedings in Canada, import license proceedings in Washington and FERC Certificate proceedings. We anticipate immediate benefits, approximating a 5% rate decrease, as soon as Northern Utilities receives Canadian gas through this pipeline. In a related set of proceedings in Maine before the Public Utilities Commission, we have continued to press Northern Utilities for maximum reductions in the cost of natural gas service to Maine consumers.
5. We took the lead in negotiating a stipulation, ultimately accepted by the Public Utilities Commission, for the release to Bates Fabrics, Inc. of Lewiston of $650,000 in ratepayer funds paid by CMP to Bates; the release of these escrowed funds has enabled Bates Fabric to invest in plant modernization.
6. In a negotiated settlement involving New England Telephone, the Commission Staff and the Maine Citizens for Utility Rate Reform, we took the lead in instituting a low-income discount on the FCC's charge for access to the interstate toll network, which is funded by means of a modest subsidy from other New England Telephone ratepayers. Similar access charge discounts have been negotiated with Maine's other telephone companies in conjunction with Public Utilities Commission-ordered rate reductions for federal tax decreases.
7. We have been active in litigation before the Bureau of Insurance and Superior Court in an effort to restrain any increases in rates charged to businesses for workers' compensation insurance; we were successful in securing a Superior Court decision which upholds the constitutionality and lawfulness of recent Bureau of Insurance rate orders for workers' compensation.
8. Based on a recent Federal Communications Commission decision which permits AT&T to charge Maine customers for the State's gross receipts tax assessment, we have taken the lead in appealing this federal order to the First Circuit Court of Appeals, challenging it as unreasonably discriminatory.
9. We have assisted residents of Isle Au Haut in developing grant applications and other options for securing telephone service, perhaps in conjunction with service to other nearby islands in Penobscot Bay.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) PUBLIC ADVOCATE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	208,254	208,254				
Health Benefits	8,780	8,780				
Retirement	28,250	28,250				
Other Fringe Benefits	757	757				
Computer Services—State	600	600				
Other Contractual Service	111,013	82,452	28,561			
Commodities	1,585	1,585				
Transfers to Other Funds	22		22			
TOTAL EXPENDITURES	359,261	330,678	28,583			

ADVISORY COMMITTEE FOR THE DEVELOPMENT OF A RAIL TRANSPORTATION POLICY

DANA F. CONNORS, CHAIRMAN

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2551
Mail Address: Statehouse Station #16, Augusta, Maine 04333
Established: June 1, 1984 *Sunset Review Required by:*
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102L; *Citation:* Exec. Order 11, FY 84

PURPOSE: To develop and recommend State policy for future rail transportation that will adequately meet the present and future needs of Maine Industry and the State's economy. Such policy is to provide guidance to the Department of Transportation and the State Government in general in responding to anticipated rail line abandonments.

It is anticipated that a number of these lines will be the subject of petitions for abandonment within the next few years, and it is deemed necessary and prudent that the State have in place a policy to respond to such actions in a timely manner.

ORGANIZATION: Individuals to serve on the Advisory Committee include a representative of the paper industry, the Chairmen of the Joint Standing Committee on Transportation of the 111th Legislature, a representative of the Maine Municipal Association, a representative with experience in so-called shortline rail operations, a rail management person representing the larger carriers, a representative of the food processing industry, a representative of the Maine Poultry Association, a representative of the Maine potato industry, a representative of railroad labor, and the Commissioner of Transportation. The Commissioner of Transportation serves as Chairman.

The Governor's Advisory Committee for the Development of a Rail Transportation Policy for the State of Maine serves without compensation and receives staff support from the Department of Transportation. The Commissioner of Transportation receives additional support as he deems necessary from the Office of Energy Resources, the State Planning Office and the State Development Office.

PROGRAM: This Committee submitted proposed legislation to the 112th Legislature to assist railroads in the State by eliminating State sales tax on track material, to reimburse one-half the cost to maintain grade crossings and overhead bridges, and to extend the exemption on excise tax for box car leasing as well as to purchase three branch lines for $850,000.

These were passed by the Legislature, and approved by the voters in November's referendum. However, due to R/W problems, the purchase was delayed as well as enactment of the remainder of the bill.

PUBLICATIONS: Railroad Transportation Policy & Plan (full report and summary) — Free

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

DIVISION OF TOURISM

NATHANIEL H. BOWDITCH
GORDON W. CLAPP, DIRECTOR

Central Office: Augusta *Telephone:* 289-5710
Mail Address: SDO, Statehouse Sta. #59, Augusta, Maine 04333
Established: October 1984
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 154; *Citation:* 5 M.R.S.A., Sect. 7004
Average Count—All Positions: 4 *Legislative Count:* 4

PURPOSE: The Division of Tourism was created by law to serve as the single, official spokesman of travel policy, with the authority to directly implement promotional programs. The Division's broad directive is to promote Maine as a four-season tourist destination to tourist consumers, meetings and conventions planners, group tour planners and others.

To accomplish this the Division is authorized to: conduct travel-product planning and research to determine market demand; implement public relations and promotional programs designed to market Maine's travel product; print materials as needed to fulfill requests for information about Maine by consumers and the travel trade; encourage the development of travel-product facilities and activities; operate tourist information centers; serve as a liaison between private industry groups and local, state, and federal agencies involved in tourism promotion and development; and provide basic support and discretionary grants to local, regional and statewide tourism agencies.

ORGANIZATION: The Division is comprised of four (4) professional staff and is part of the State Development Office. The Division is supervised by the Director of the Division of Tourism who oversees the activities of a Public Relations Specialist and two Project Officers. Overall supervision of the Division of Tourism is provided by the Director of the State Development Office.

PROGRAM: During the past year the Division of Tourism continued a market research program aimed at providing information regarding out of state perceptions of Maine as a tourist destination. The Division gathered information on the economic impact of tourism on the Maine economy and research aimed at providing an inventory of tourist related activities, attractions and support services available in Maine. These studies are used to chart the Division's promotional and marketing strategies and are used as a way to measure the impact of increased tourism on Maine's economy resulting from the promotional program.

During the year, the Division undertook a public relations/promotion effort that focused on: print, television and radio advertising, editorial promotion, participation in trade shows and presentations before professional, consumer and media groups. Local outreach programs were instituted, and included seminars, conferences, and a cooperative advertising program or the Maine Tourism Industry.

During the year, the Division contracted with the Maine Publicity Bureau to provide basic mail out and referral services to consumers requesting information about Maine.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the State Development Office.

MAINE COUNCIL ON VOCATIONAL EDUCATION

JERRY HIX, CHAIRMAN
CHRISTINE SZIGETI-JOHNSON, Executive Director

Central Office: 40 Water St., Unit #1, Hallowell, ME 04347 *Telephone:* 622-4709
Mail Address: 40 Water St., Unit #1, Hallowell, ME 04347

Established: 1969 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102D; *Citation:* 1985 Exec. Order 07

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Council on Vocational Education implements all duties required by P.L. 98-524 which includes the following: (1) meet with the State Board of Education and the VTI Board of Trustees or their representatives to advise on the development of the state plan; (2) advise the State Board of Education, the VTI Board of Trustees and make reports to the Governor, the business community and the general public concerning policies which strengthen vocational education and foster private sector initiatives to modernize vocational education programs; (3) analyze and report on the distribution of spending for vocational education as well as on the availability of vocational education activities and services within the state and assess the distribution of financial assistance under the Act, particularly the distribution between secondary and postsecondary programs; (4) consult with the State Board of Education and the VTI Board of Trustees on evaluation criteria for vocational education programs in the state; (5) emphasize and assess the participation of local employers and labor unions in the provision of vocational education at the local levels; (6) assess equal access to vocational programs and report to the State Board of Education; (7) evaluate and make recommendations to the governor, the State Board of Education, the VTI Board of Trustees, the Maine Job Training and Coordinating Council, and the Secretaries of Education and Labor regarding the Job Training Partnership Act, with particular attention to the adequacy and effectiveness of the coordination between JTPA and vocational education.

ORGANIZATION: The members of the Maine Council on Vocational Education are appointed by the Governor. P.L. 98-524 mandates thirteen members, seven from the private sector. The staff consists of the executive director and the staff assistant.

PROGRAM: During FY '87 the Maine Council on Vocational Education's (MCVE) major activities included: holding several public meetings; monitoring the progress of vocational education legislation in the Maine Legislature; continuing visits by members and staff to Maine's vocational schools; and monitoring activities of organizations involved with or studying vocational education. MCVE also brought together members of the Secondary Vocational Schools' Advisory Committees and cooperative boards, and prepared two reports; one on Coordination Between Vocational Education and JTPA Agencies, as well as the 1987 Annual Report.

PUBLICATIONS:

1985 Annual Report
1986 Annual Report
1987 Coordination Report Between Vocational Education and JTPA Agencies

FINANCES, FISCAL YEAR 1987: The Bureau of the Budget does not maintain comprehensive financial data relative to this unit.

DEPARTMENT OF FINANCE

JEAN E. MATTIMORE, COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
Mail Address: Statehouse Station #78, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 114; *Citation:* 5 M.R.S.A., Sect. 287
Average Count—All Positions: 1030½ *Legislative Count:* 852½
Organizational Units:

- Administrative Services Division
- Bureau of the Budget
- Bureau of Accounts and Control
- Bureau of Taxation
- Bureau of Alcoholic Beverages
- Bureau of Lottery
- Board of Emergency Municipal Finance
- State Claims Commission
- State Liquor Commission
- State Lottery Commission
- Advisory Council on Deferred Compensation Plans

PURPOSE: The Department of Finance is the principal fiscal agency of Maine State Government.

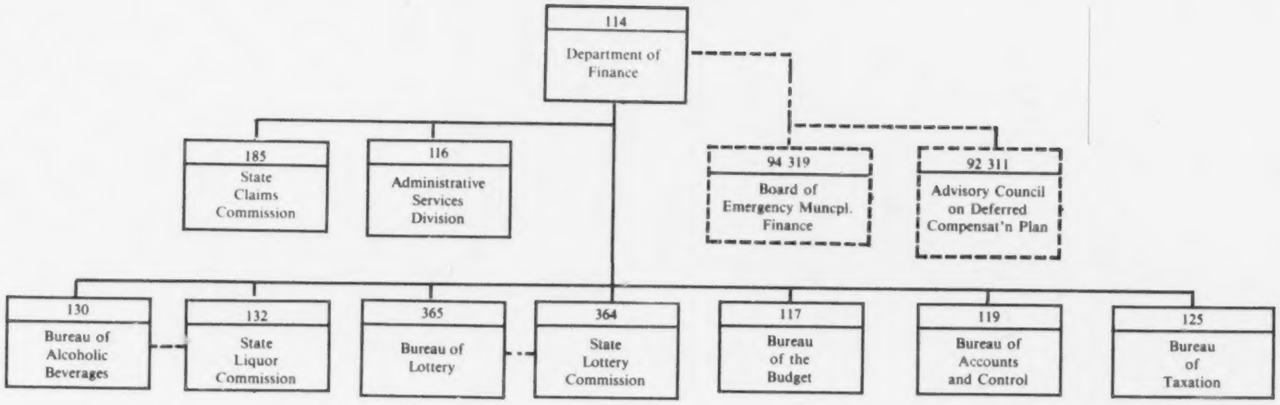
ORGANIZATION: An organizational chart is provided in this report.

PROGRAM: The program of the Department is implemented through its component units.

PUBLICATIONS: Several publications are available through component units.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
DEPARTMENT OF FINANCE
UMB 08


114
Department of Finance
185
State Claims Commission
116
Administrative Services Division
94 319
Board of Emergency Muncpl. Finance
92 311
Advisory Council on Deferred Compensat'n Plan
130
Bureau of Alcoholic Beverages
132
State Liquor Commission
365
Bureau of Lottery
364
State Lottery Commission
117
Bureau of the Budget
119
Bureau of Accounts and Control
125
Bureau of Taxation

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
DEPARTMENT OF FINANCE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,914,579	6,102,480		62,222		4,749,877
Health Benefits	692,777	361,614		2,832		328,331
Retirement	1,880,230	1,066,341		8,525		805,364
Other Fringe Benefits	45,555	24,786		168		20,601
Computer Services—State	1,199,409	996,661		525		202,223
Other Contractual Service	4,013,182	1,444,518	100	10,642		2,557,922
Rents	649,889	58,285				591,604
Commodities	407,230	73,321	680	1,923		331,306
Grants—Subsidies—Pensions	6,458,011	5,966,965	305,214	12,252		173,580
Equipment	94,392	94,392				
Interest—Debt Retirement	440			11		429
Transfers to Other Funds	192,735		29	5,400		187,306
TOTAL EXPENDITURES	26,548,429	16,189,363	306,023	104,500		9,948,543

DEPARTMENT OF FINANCE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	115,930	115,930				
Health Benefits	3,825	3,825				
Retirement	18,543	18,543				
Other Fringe Benefits	764	764				
Computer Services—State	865	865				
Other Contractual Service	50,991	50,891	100			
Commodities	1,675	995	680			
Grants—Subsidies—Pensions	210,000	210,000				
Equipment	2,249	2,249				
Transfers to Other Funds	29		29			
TOTAL EXPENDITURES	404,871	404,062	809			

BUREAU OF ACCOUNTS AND CONTROL

DAVID A. BOURNE, STATE CONTROLLER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3781
Mail Address: Statehouse Sta. #14, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 119; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 60 *Legislative Count:* 63.5

PURPOSE: The Bureau of Accounts and Control is responsible for the maintenance of the official accounting records of the State government. The powers and duties of the Bureau are detailed in section 1541 of Title 5 of the Maine Revised Statutes Annotated.

ORGANIZATION: The Bureau of Accounts and Control was created in 1931 as an organizational unit of the Department of Finance. The Bureau is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Finance subject to the approval of the Governor.

PROGRAM: The Bureau is an administrative agency responsible for maintaining central accountability for all State expenditures and financial transactions. It examines all bills and payrolls to insure the legality and correctness of all items and prepares warrants for payment. The Controller's office maintains the official financial records for all agencies and programs administered by the State except for certain quasi-governmental units. A financial report is prepared each year and is subject to audit by independent certified public accountants on a quadrennial basis.

PUBLICATIONS:
State of Maine Financial Report (free).

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ACCOUNTS AND CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,098,093	1,098,093				
Health Benefits	69,344	69,344				
Retirement	189,976	189,976				
Other Fringe Benefits	4,436	4,436				
Computer Services—State	377,087	377,087				
Other Contractual Service	72,810	72,810				
Rents	22,475	22,475				
Commodities	16,607	16,607				
Grants—Subsidies—Pensions	7,556	7,556				
Equipment	17,763	17,763				
TOTAL EXPENDITURES	1,876,147	1,876,147				

DIVISION OF ADMINISTRATIVE SERVICES

DAVID S. CAMPBELL, DIRECTOR

Central Office: State Office Bldg., Room 413 *Telephone:* 289-2931
Mail Address: Statehouse Sta. #67, Augusta, Maine 04333
Established: July 1977 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 116; *Citation:* 5 M.R.S.A., Sect. 282
Average Count—All Positions: 15 *Legislative Count:* 15

PURPOSE: The Administrative Services Division was established to provide consolidated administrative and financial management services for the Department of Finance. The division is authorized to provide administrative and financial management support and services to all bureaus of the Department of Finance. The bureaus within the Department and provided this support are Accounts and Control, Alcoholic Beverages, Budget, Lottery, Taxation, and State Claims Board.

ORGANIZATION: The Administrative Services Division was established by statute on July 1, 1977. The Division is responsible to the Commissioner of Finance.

PROGRAM: The technical assistance and support provided bureaus within the Department of Finance include accounting, auditing and budgetary functions, and departmental personnel functions.

During the past year, the Division was given the responsibility of the Liquor Accounting functions and the auditing function for 70 State liquor stores. This included the transfer to the Division of seven employee positions in support of this operation. Also, certain functions of the Bureau of Lottery were transferred to this Division during the past year.

PUBLICATIONS:
Affirmative Action Plan — (Free)
Department Employee Information Booklet — (Free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	191,511	191,511				
Health Benefits	10,369	10,369				
Retirement	38,015	38,015				
Other Fringe Benefits	674	674				
Computer Services—State	3,414	3,414				
Other Contractual Service	8,891	8,891				
Commodities	4,161	4,161				
Grants—Subsidies—Pensions	1,489	1,489				
TOTAL EXPENDITURES	258,524	258,524				

BUREAU OF ALCOHOLIC BEVERAGES

GUY A MARCOTTE, DIRECTOR

Central Office: 10 Water St., Hallowell; *Floor:* 1 *Telephone:* 289-3721
Mail Address: Statehouse Sta. #8, Augusta, Maine 04333
Established: 1933 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 130; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 259 *Legislative Count:* 250

PURPOSE: The Bureau of Alcoholic Beverages was established to provide the most satisfactory public service for the complete distribution and sale of liquors, wines and malt beverages. The Bureau is authorized to serve, through its Director, as the chief administrative officer of the State Liquor Commission having general charge of the office and records, employing personnel and making expenditures as necessary; and to conduct, under the supervision of the Commission, all phases of the merchandising of liquor through State stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor, with the advice and consent of the Council, for terms of three years; the chairman designated by the Governor. The Board was renamed the State Liquor Commission in legislation effective in 1934, which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages.

In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative officer, to have general charge of the office and records. In State Government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement functions, assigned to its Enforcement Division were transferred to the newly-created Department of Public Safety.

PROGRAM: The Bureau of Alcoholic Beverages has continued to convert its network of stores to self-service types, and existing stores have been re-located to better serve the consumers in five (5) areas of the State. As a result of recently enacted legislation, the Bureau plans to have an additional discount liquor store on the south-bound lane in Kittery operational by July of 1988.

State of the Art Computerized cash registers were purchased and placed on-line October 9, 1986.

Our credit card program has been expanded to accept American Express and in-store merchandising programs have been stepped up in order to stabilize sales that have been on a decline nationwide.

LICENSES, PERMITS, ETC.:

- License:
  - Class I. Spirituous, Vinous and Malt Beverages
  - Class II. Spirituous Only
  - Class III. Vinous Only
  - Class IV. Malt Beverages Only
  - Class VI. Club, Without Catering Privileges—Spirituous, Vinous & Malt Beverages
- Permit:
  - Certificate of Approval for Wine, Beer
  - Alcohol
  - Catering

PUBLICATIONS: Rules and regulations supplementing the new law are available.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ALCOHOLIC BEVERAGES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,127,868					4,127,868
Health Benefits	295,315					295,315
Retirement	698,363					698,363
Other Fringe Benefits	17,765					17,765
Computer Services—State	184,680					184,680
Other Contractual Service	973,504					973,504
Rents	540,022					540,022
Commodities	298,090					298,090
Grants—Subsidies—Pensions	145,994					145,994
Interest—Debt Retirement	423					423
Transfers to Other Funds	134,111					134,111
TOTAL EXPENDITURES	7,416,135					7,416,135

BUREAU OF THE BUDGET

G. WILLIAM BUKER, STATE BUDGET OFFICER
RICHARD R. ERICSON, DEP. STATE BUDGET OFFICER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2881
Mail Address: Statehouse Sta. #58, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 117; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 12 *Legislative Count:* 13

PURPOSE: The Bureau of the Budget is authorized to prepare and submit biennially to the Governor or the Governor-elect a State budget document; to examine and recommend for approval the work program and quarterly allotments of each department and agency of State Government before the appropriations or other funds of such departments or agencies become available for expenditure; to examine and recommend for approval any changes in such work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of departments and agencies of the State, study organization and administration, investigate duplication of work, formulate plans for better and more efficient management, and report periodically to the Governor and on request to the Legislature; and to make rules and regulations, subject to the approval of the Commissioner of Finance, for carrying out State budget laws.

ORGANIZATION: The Bureau of the Budget is a departmental division, headed by a State Budget Officer appointed by the Commissioner.

PROGRAM:

Budget Process. Activities of the Bureau of the Budget primarily involve the State's budgetary process. On or before September 1st of even-numbered years, all departments and agencies of State Government, and corporations and associations desiring to receive State funds under provisions of law, prepare and submit to the Bureau estimates of their expenditure and appropriation requirements for each fiscal year of the ensuing biennium.

Upon receipt of the budget estimates submitted, the Bureau, in conjunction with the Governor-elect or the Governor, reviews the budget estimates, adjusting them as deemed necessary. The Bureau, at the direction of the Governor-elect or the Governor, then prepares a State Budget Document which must be transmitted to the Legislature.

State Budget Document. The State Budget Document is a complete financial plan for the operation of State Government for each year of the ensuing biennium. The document is divided into three parts: 1) the budget message by the Governor-elect or the Governor which outlines the financial policy of the State government for the ensuing biennium; 2) detailed budget estimates, both of expenditures and revenues, including statements of the State's bonded indebtedness; and 3) complete drafts or summaries of budget bills, the legislative measures required to give legal sanction to the complete financial plan when adopted by the Legislature.

Work Program. After legislative appropriation, an aspect of the budgetary process which is a concern of the Bureau of the Budget throughout the fiscal year is the review and consideration of requested allotments with respect to the work program of each department or agency of State government. Work programs for the ensuing fiscal year are required to be submitted to the Bureau no later than June 1st of each year. Work programs may be revised during the fiscal year, subject to the approval of the State Budget Officer and the Governor.

State Cost Allocation Program. The Bureau of the Budget represents the State of Maine in preparing a Consolidated Cost Allocation Plan and in negotiating the allocation of dollars in identified State central service costs to State operating agencies. The allocation of approved central service costs is through the medium of an Indirect Cost Proposal prepared by State departments and submitted through the Bureau to the appropriate cognizant federal agency. The Bureau also establishes for each department an indirect cost rate to identify central service costs which benefit each agency.

Maine State Government Annual Report. As part of its function to study and report on the organization and administration of State Government, the Bureau of the Budget designed the format for, gathers the data from State agencies, edits, assembles and produces the Maine State Government Annual Report in accordance with statutory mandate.

PUBLICATIONS:

State Budget Document

Maine State Government Annual Report. Available from the Bureau of Purchases, Division of Reprographics, Statehouse, Augusta.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	314,553	314,553				
Health Benefits	13,317	13,317				
Retirement	66,589	66,589				
Other Fringe Benefits	1,121	1,121				
Computer Services—State	89,705	89,705				
Other Contractual Service	25,222	25,222				
Commodities	1,415	1,415				
Equipment	3,596	3,596				
TOTAL EXPENDITURES	515,518	515,518				

STATE CLAIMS COMMISSION

PETER K. BALDACCI, CHAIRMAN
RONALD M. ROY, Chief Counsel & Clerk

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-4032
Mail Address: Statehouse Sta. #49, Augusta, Maine 04333
Established: 1961 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 08; *Unit:* 185; *Citation:* 23 M.R.S.A., Sect. 152
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The State Claims Commission was established to assure that the rights of property owners and/or interested parties are protected and just compensation is awarded in highway condemnations in the State of Maine. The primary responsibilities of the Commission are to conduct hearings relative to real property taken by the State; to afford property owners and/or interested parties the opportunity to appear, present their case and have their rights fully protected without the necessity of retaining professional assistance; to determine and award just compensation for highway takings, relocation assistance, grading and well damage claims, outdoor advertising signs, the relocation, removal or disposal of automobile graveyards and junkyards, assessment of damages for takings by the Portland Water District and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings; and, in addition thereto, to approve, partially approve, or disapprove of certain claims against the State or any of its agents, which are not submitted under specific statutory provisions, and which do not exceed the sum of $2,000.00 for each claim.

ORGANIZATION: Compensation for highway acquisitions was formerly under the jurisdiction of a Joint Board, composed of members of the State Highway Commission and the Board of County Commissioners of the County wherein the land was located. The Joint Board was superseded by the Land Damage Board in September, 1961. Under the Act Affecting the Organization of the Department of Business Regulation, effective September 23, 1983, the Board was placed under the supervision and direct control of the Commissioner of Finance and Administration.

The Land Damage Board whose name was statutorily changed to the State Claims Board and most recently to the State Claims Commission consists of five members, four of whom are appointed by the Governor for terms of four years. Two of these appointees must be qualified appraisers and two must be attorneys at law. The Governor designates one of the latter as chairman. The fifth member of the Commission is appointed for each hearing or series of hearings within the County where the land is situated. He or she must be a member of that County's Board of County Commissioners, and is appointed by the chairperson of the State Claims Commission.

PROGRAM: The State Claims Commission scheduled 65 cases for hearings during FY 87. There were 14 land damage cases which were settled prior to hearings. There were 30 cases heard before the Commission, 28 of the cases were land damage cases and 2 state claims, and there were 21 cases that were continued. There were also 76 additional land damage cases that were received but settled and, therefore, hearings were not required.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE CLAIMS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	62,222			62,222		
Health Benefits	2,832			2,832		
Retirement	8,525			8,525		
Other Fringe Benefits	168			168		
Computer Services—State	525			525		
Other Contractual Service	10,642			10,642		
Commodities	1,923			1,923		
Grants—Subsidies—Pensions	12,252			12,252		
Interest—Debt Retirement	11			11		
Transfers to Other Funds	5,400			5,400		
TOTAL EXPENDITURES	104,500			104,500		

STATE LIQUOR COMMISSION

JAMES GIBBONS, CHAIRMAN
CHARLES MILAN III, COMMISSIONER
PAUL R. BONNEAU, COMMISSIONER

Central Office: 10 Water St., Hallowell; *Floor:* 1 *Telephone:* 289-3721
Mail Address: Statehouse Sta. #8, Augusta, Maine 04333
Established: 1934 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 132; *Citation:* 28 M.R.S.A., Sect. 51
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Commission has the following powers and duties: general supervision of manufacturing, importing, storing, transporting and sale of all liquors and to make such rules and regulations as they deem necessary for such purpose and to make rules and regulations for the administration, clarification, carrying out, enforcing, and preventing violation of all laws pertaining to liquor; which rules and regulations have the force and effect of law, unless and until set aside by some court of competent jursidiction or revoked by the Commission; control and supervision of the purchase, importation, transportation and sale of alcohol for industrial use, for laboratories in schools, colleges, and state institutions, to hospitals for medical use therein, to licensed pharmacists for use in compounding prescriptions, and to any physicians, surgeons, osteopaths, chiropractors, optometrists, dentists or veterinarians for medicinal use only; authority to buy and have in their possession wine and spirits for sale to the public. Such purchases are made by the Commission directly and not through the State Purchasing Agent. The Commission must in their purchases of liquor, give priority, wherever feasible, to those products manufactured or bottled in this state; to issue and renew all licenses provided for by the law; to assign to the Director of the Bureau of Alcoholic Beverages, under its supervision, all powers and duties relating to all phases of the merchandising of liquor through state stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Comissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933 consisting of three members appointed by the Governor, with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed State Liquor Commission in legislation effective in 1934 which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative Officer, to have general charge of the office and records. In State government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement function, assigned to its informal Enforcement Division was transferred to the newly-created Department of Public Safety. As of 1977 the members of the Commission are appointed by the Governor, subject to confirmation by the Legislature.

PROGRAM: The State Liquor Commission authorized the establishment of agency liquor stores in municipalities having no state store, and examined some locations. Furthermore, the Commission conducted appeal hearings for license applicants who were originally not approved by town officials. The Commission also conducted hearings for liquor vendors desiring to have new items listed by the Commission, and informed vendors of items to be delisted after reasonable notice, due to poor public acceptance.

LICENSES, PERMITS, ETC.: See those listed with the Bureau of Alcoholic Beverages.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Bureau of Alcoholic Beverages.

STATE LOTTERY COMMISSION

DAVID ORDWAY, CHAIRMAN

Central Office: 73 Winthrop Street, Augusta *Telephone:* 289-2081
Mail Address: Statehouse Sta. #30, Augusta, Maine 04333
Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 364; *Citation:* 8 M.R.S.A., Sect. 373
Average Count—All Positions: 5 *Legislative Count:* 5

PURPOSE: The State Lottery Commission was established to develop, implement and operate the Maine State Lottery so that it may effectively generate additional revenues for the support of the State government. The Commission is authorized to promulgate and amend rules relating to State lotteries, including the apportionment of the total annual revenues for prizes; to make recommendations and set policy for State lotteries; to approve or reject reports of the State Lottery Director; and to transact other business that may be properly brought before it.

ORGANIZATION: A State lottery to generate additional revenues for deposit to the State's General Fund, approved by public referendum in November, 1973, is administered by the State Lottery Commission and the State Lottery Director. The Commission consists of five members appointed by the Governor, for terms of five years, and annually elects one of its members as chairman. The first State Lottery Commission was appointed in January 1974.

PROGRAM:
(See Bureau of Lottery Annual Report).

LICENSES, PERMITS, ETC.
(See Bureau of Lottery Annual Report).

PUBLICATIONS: (See Bureau of Lottery Annual Report).

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $4,024.00 in FY 87 and are, by administrative decision, included with those of Bureau of Lottery.

BUREAU OF LOTTERY

WALLACE G. SOULE, JR., DIRECTOR
PAMELA COUTTS, Deputy Director

Central Office: 73 Winthrop Street, Augusta *Telephone:* 289-2081
Mail Address: Statehouse Sta. #30, Augusta, Maine 04333
Established: July 1, 1986 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 365; *Citation:* 8 M.R.S.A., Sect. 372
Average Count—All Positions: 39½ *Legislative Count:* 39½

PURPOSE: The Director is authorized to operate the lotteries in accordance with the law and with the rules and regulations of the Commission; to license agents to sell lottery tickets; to advise the Commission and recommend such matters as deemed necessary and advisable to improve the operation and administration of the lotteries; to enter into contracts for the operation and promotion of the lotteries, subject to the approval of the Commission; to certify monthly to the Governor, Treasurer of State and the Commission a full and complete statement of lottery revenues, prize disbursements and other expenses for the preceding month; and to carry on a continuous study and investigation of the lotteries throughout the State and in other states or countries.

ORGANIZATION: 1987 P.L. #505 provides that the Director shall be appointed by the Commissioner of Finance and shall serve at the pleasure of the Commissioner of Finance. The Director acts as both chief administrative officer of the Bureau of Lottery and executive secretary of the Commission.

PROGRAM: The Maine State Lottery had its most successful year ever in Fiscal Year 1986-1987. The Lottery's contribution to the State Treasury was $18,205,948; a 54% increase over FY 1985-1986 total of $11,945,910.

In addition to the money turned over to the State, more than $34,000,000 in prize money was paid to Maine winners and was disbursed to ticket agents. Maine had 23 Megabucks winners in FY 86-87. Of these, ten people won more than $1,000,000, including a Jonesport man who claimed the second largest jackpot in Tri-State history—$6,900,000.

Early in 1987, a market research study conducted by Opinion Research Group of New Jersey for the Tri-State Commission provided valuable information about the people who play the four types of Lottery games. Results of the survey showed the majority of Maine players were high school or college graduates earning between $20,000-$50,000.

Total sales increased to a record high of over $58,000,000; up 50% over the previous fiscal year. One factor contributing to the increased sales was the addition of approximately 100 on-line computer terminals throughout the state, bringing the total number of terminals to 730.

Since its inception in 1974, the Maine State Lottery has contributed more than $51,000,000 to the State's General Fund benefiting all the people of Maine.

LICENSES, PERMITS, ETC.

Lottery sales agent; licensing

1. Factors. A license as an agent to sell lottery tickets or shares may be issued by the Director to any qualified person. Before issuing such license, the Director shall consider such factors as:

A. The financial responsibility and security of the person and his business or activity;
B. The accessibility of his place of business or activity to the public;
C. The sufficiency of existing licensees to serve the public convenience; and
D. The volume of expected sales.

PUBLICATIONS:

1. *Annual Report* (Fiscal Year 1985-1986)—available to general public free of charge until supplies are depleted.
2. *Ticket Talk Newsletters*—monthly newsletters sent to ticket agents. Free to public until supplies are depleted.
3. *Reprints* of an article which appeared in Public Gaming Magazine (Dec. 86)—available free to public until supplies are depleted.
4. Information Kit which includes general information and historical background on Maine State Lottery. Available free of charge until supplies are depleted.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LOTTERY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	622,009					622,009
Health Benefits	33,016					33,016
Retirement	107,001					107,001
Other Fringe Benefits	2,836					2,836
Computer Services—State	17,543					17,543
Other Contractual Service	1,584,418					1,584,418
Rents	51,582					51,582
Commodities	33,216					33,216
Grants—Subsidies—Pensions	27,586					27,586
Interest—Debt Retirement	6					6
Transfers to Other Funds	53,195					53,195
TOTAL EXPENDITURES	2,532,408					2,532,408

BUREAU OF TAXATION

ANTHONY J. NEVES, STATE TAX ASSESSOR

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2076
Mail Address: Statehouse Sta. #24, Augusta, Maine 04333

Established: April 2, 1931 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 125; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 207 *Legislative Count:* 223

Organizational Units:
State Tax Division
Audit Division
Enforcement Division
Operations Division
Research Division

PURPOSE: The Bureau of Taxation was established to collect revenues necessary to support Maine state government through the assessment of taxes as required by law, and to improve the administration of tax laws in Maine at both state and local levels. The Bureau, through the State Tax Assessor, is empowered to assess and collect the following state taxes: Sales and Use Taxes, Individual and Corporate Income Taxes, Motor Fuel Taxes, Estate Taxes, Business Taxes, Cigarette and Tobacco Taxes, Special Industry Taxes, and Property Taxes in the Unorganized Territory. In addition, the Bureau administers the Elderly Householders Tax and Rent Refund Act, exercises general supervision of local assessing officials, administers the assessment and collection of the Spruce Budworm Suppression Fund Excise Tax, administers the Real Estate Transfer Tax, and determines eligibility for the Elderly Low Cost Drug Program.

ORGANIZATION: The Bureau of Taxation originated in 1891 with the creation of a three-member Board of State Assessors to equalize and apportion State taxes among the several towns and unorganized townships in the State and to assess all taxes upon corporate franchises. In 1931, the Board was replaced by the Bureau of Taxation within the newly-established Department of Finance, under the administrative direction of the State Tax Assessor who was appointed by the Commissioner of Finance with the approval of the Governor. In addition to the duties of the Board, the new Bureau assumed responsibility for administration of the Gasoline Tax which was transferred from the State Auditor. At the same time, a Board of Equalization was established, chaired by the State Tax Assessor, to equalize State and county taxes among the towns and unorganized territories of the State.

Duties of the Board were assigned to the State Tax Assessor when it was replaced in 1969 by the Municipal Valuation Appeals Board. The Bureau assumed administration of the Cigarette Tax in 1941, Inheritance and Estate Taxes in 1947, Sales and Use Taxes in 1951 and Individual and Corporate Income Taxes in 1969. Administration of the Elderly Householders Tax and Rent Refund Act of 1971 was assumed by the Bureau in 1972. Also in 1972, appointment of the State Tax Assessor was changed to include approval by both the Governor and the Council. Currently, the Commissioner of Finance appoints the State Tax Assessor, subject to confirmation by the Governor. Effective July 1, 1974, all property tax functions were transferred to the new Bureau of Property Taxation, formerly a division of the Bureau of Taxation, and effective July 1, 1975 all property tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished. The Bureau's present organization plan provides for a State Tax Division, Operations Division, Audit Division, Enforcement Division, and Research Division.

PROGRAM:

State Tax Division. The Division has four sections as follows:

Sales and Use Tax Section. Revenue from sales tax, rental tax, use tax, interest and penalties for the fiscal year ending June 30, 1987 was $438,598,443.

Sales tax refunds and exemptions provided to commercial farmers and commercial fishermen for purchases of depreciable machinery and equipment totalled $77,574 for the fiscal year ending June 30, 1987. Exemption cards were issued to 222 farmers and fishermen during the fiscal year ended June 30, 1987.

Estate and Inheritance Tax Section: Assessments for the fiscal year ending June 30, 1987 totaled $20,877,811.

Excise Tax Section: Total net assessments for the fiscal year ending June 30, 1987 were: Motor Fuel Taxes—$92,533,513; Business and Special Industry Taxes—$58,063,620; Cigarette and Tobacco Taxes—$40,326,105.

Income Tax Section: Net assessment of corporate income tax for the fiscal year ending June 30, 1987, was $69,517,050. Net assessment of the individual income tax for the same period was $422,027,144.

The Income Tax Section also administers the Elderly Householders Tax and Rent Refund Program and certifies eligibility for the Elderly Low Cost Drug Program. For the fiscal year ending June 30, 1986, 18,979 tax and rent refund applications were approved for a total amount refunded of $5,344,434 and 15,032 low cost drug cards were issued for the 1986 program year.

Operations Division. The Operations Division is principally responsible for certain business services, systems analysis, design and operation and property tax activities.

Business Services Section: Provides mail processing, revenue accounting, data entry services, office supplies and equipment and a central file facility. Seasonal, intermittent and contract employees are utilized to assist with peak workloads both in data entry and mail processing functions. Second shift operations are also important in providing efficient service concerning the processing of peak income tax return workloads.

Computer Services Section: Designs, maintains and controls the Bureau's computerized systems. Emphasis on the efficient use of computer systems is continuing.

A basic Wang word processing system has been installed which uses the Attorney General's Wang mainframe. A project to install a telephone collections system in the Enforcement Section is underway. The collections system will be installed on the IBM mainframe and will serve as a springboard for the planned conversion of our total system to the IBM. During FY 1987 all vacant data processing positions were filled and the staff has been organized into project teams for more effective utilization of resources. Assignment and progress reports and management documentation have been implemented.

Property Tax Section: The Section maintained approximately 18,000 property record accounts including valuation update of each property account, tax map changes, tax billings, lien procedures and Spruce Budworm Tax assessment on 1,637,677 acres.

The computerized property tax records were updated throughout the tax year.

The Section completed field studies of the 491 cities, towns and plantations for the 1987 and 1988 State Valuation Programs using the computerized sales ratio program developed in 1976. Field staff personnel performed approximately 3,500 residential appraisals for supplementing the sales ratio data information bank and conducted or maintained 58 appraisals of large industrial/commercial complexes throughout the State.

The four basic courses in Property Tax Assessment Administration were updated and 8 courses were presented throughout the State in 5 locations with total attendance of 130 student assessors. The Annual Assessor's School was held at the University of Maine at Orono. More than 220 school registrants enrolled in the basic courses, review course, and advanced courses. Certification examinations were offered on four occasions at various locations to a total of 56 applicants. The Section also provided assistance to municipal assessors in setting tax rates, completing commitments, interpreting Property Tax Law and in the use of appraisal techniques.

For FY 87, the Section was also responsible for determining eligibility amounts and drafting payment authorizations for State reimbursements to municipalities as follows:

Tree Growth Reimbursement	$550,000
Veterans Reimbursement	221,792
Total	$771,792

Section tax revenues for the fiscal year are as follows:

Property Tax Section
1986-87

Unorganized Territory:	
Real Property Tax	$ 7,693,082
Personal Property Tax	202,596
Motor Vehicle Excise Tax	324,453
Watercraft Excise Tax	13,450
Real Estate Transfer Tax	13,589,628
Commercial Forestry Excise Tax	3,021,374
Spruce Budworm Management Fund Tax	153,718
Interest and Penalties	25,137
Total	$25,023,438

Enforcement Division. This Division was established in 1986 in order to consolidate state tax enforcement and compliance efforts; thereby assuring a systematic and efficient program of tax enforcement. In addition to generating additional revenue, aggressive and conspicuous enforcement activities maintain the public's confidence in the equity and uniformity of the State's tax programs.

Delinquent Accounts Section: This section has responsibility for the collection of all unpaid accounts. Programs are administered which utilize both routine collection procedures and the judicious application of several forceful statutory provisions which are available to ensure payment of state tax liabilities.

Enforcement Section: This section consists of two units with responsibility for pursuing and investigating nonfilers of state tax returns. The Federal Enforcement Unit utilizes information developed through a Federal/State Exchange Program to assess taxpayers who have not reported results of Federal Income Tax audits to the State or who have not filed State returns. The following statistics summarize this unit's activity for the fiscal year ending June 30, 1987.

Assessments:	7,924	$2,764,216
Demands:	1,425	104,310
Total:	9,349	$2,868,526

The Criminal Unit develops and utilizes internally-generated resources to detect nonfilers for the various tax systems. Delinquency investigations may result in the use of the State's subpoena and summons authority as well as the State Tax Assessor's authority to execute tax returns under 36 M.R.S.A. section 141 in aggravated cases of nonfiling of returns. This unit also assists in the development of information required by the Criminal Division of the Attorney General's office with regard to the White Collar Crime Program concerning the nonfiling of Maine Income Tax Returns. For fiscal year 1987, this unit completed six successful prosecutions, with two cases pending arraignment.

Audit Division. The Audit Division coordinates field audits for sales, income and motor fuel taxes.

Audit Statistics for fiscal year ending June 30, 1987

In-state Tax Assessments:		
Audit Assessments	$11,917,116	
Miscellaneous Assessments	760,401	
		$12,677,517
Out-of-state Tax Assessments:		
Audit Assessments	$13,092,941	
Miscellaneous Assessments	46,664	
		$13,139,605
Total:		$25,817,122

Research Division. This division is responsible for the technical support functions of new and existing tax programs. It conducts administrative studies and studies of tax expenditures. Statistical analyses are maintained for certain state taxes, and estimates of revenues are prepared for current and proposed tax systems. Techniques and materials are developed for the conduct of tax administration procedures and the training of personnel. Technical information is furnished to taxpayers, government officials and others concerning the application of Maine tax law. The division also researches the precepts and financial effects of tax legislation and coordinates the rule-making authority of the Bureau.

LICENSES, PERMITS, ETC.:

- Blueberry: Annual license—Processor and/or Shipper.
- Potato Tax: Permanent Certificate—Shipper.
- Sardine Tax: Permanent Certificate—Packer.
- Special Fuel:
  - Special Fuel Tax License—Permanent
  - Special Fuel Suppliers License—Permanent.
  - Special Fuel Registered Suppliers License.
- Gasoline:
  - Distributors Certificate—Permanent.
  - Exporters Certificate—Permanent.
  - Importers Certificate—Permanent.
- Cigarettes and Tobacco:
  - Distributors Annual Cigarette License.
  - Wholesale Dealers Annual Cigarette License.
  - Nonresident Distributors Annual Cigarette Licenses.
  - Distributors Annual Tobacco Products License.
  - Unclassified Importers Annual Tobacco Products License.
- Sales and Use Tax Registration.
- Certified Maine Assessor Certificate.
- Certified Assessment Technicial Certificate.

PUBLICATIONS:

Bulletins and pamphlets which describe the various tax laws and regulations are available free of charge.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TAXATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,382,393	4,382,393				
Health Benefits	264,759	264,759				
Retirement	753,218	753,218				
Other Fringe Benefits	17,791	17,791				
Computer Services—State	525,590	525,590				
Other Contractual Service	1,286,704	1,286,704				
Rents	35,810	35,810				
Commodities	50,143	50,143				
Grants—Subsidies—Pensions	6,053,134	5,747,920	305,214			
Equipment	70,784	70,784				
TOTAL EXPENDITURES	13,440,326	13,135,112	305,214			

FINANCE AUTHORITY OF MAINE

SAMUEL G. DAVIDSON, CHAIRMAN
STANLEY O. PROVUS, CHIEF EXECUTIVE OFFICER

Central Office: 83 Western Ave., Augusta *Telephone:* 623-3263
Mail Address: P.O. Box 949, Augusta, Maine 04330
Established: 1983
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 457; *Citation:* 10 M.R.S.A., Sect. 964
Average Count—All Positions: 20 *Legislative Count:* 0

PURPOSE: The Finance Authority of Maine, an independent State agency, was created by an Act of the Maine State Legislature in 1983 to assist business development and create new employment opportunities throughout Maine. In part, the Authority accomplishes this by working cooperatively with the State's lending community to develop and implement new financial services for Maine's business community.

The Authority has a wide array of existing programs, ranging from traditional loan insurance for both small and larger Maine businesses, to project grants for research and technological innovation. Moreover, FAME has recently introduced two unique new financing programs which will help Maine businesses access long-term, fixed-rate financing. In addition, the Authority continues to develop new financial services which are aimed at helping Maine business start up, expand or compete more effectively in an increasingly competitive world and national marketplace.

If you would like more information about the Finance Authority of Maine and its programs, please call or write the Authority.

ORGANIZATION: The Finance Authority of Maine (FAME) was created during the First Regular Session of the 111th Legislature. FAME incorporates three former state loan agencies and adds a new dimension to the state's financial assistance programs, that of natural resource financing. The Authority is also responsible for developing new financial programs and services to better meet the needs of business, both large and small, throughout the State. The three former agencies folded into FAME are the Maine Guarantee Authority, the Maine Small Business Loan Authority and the Maine Veterans' Small Business Loan Authority. FAME currently receives limited appropriations for business and natural resource development. It is envisioned that FAME will become a self-supporting agency that derives its operating funds from mortgage insurance fees, service and application fees charged in connection with the issuance of taxable and tax-exempt bonds, as well as insurance premiums and fees generated from other financial assistance offered by the Authority.

The Finance Authority of Maine is overseen by a thirteen member Board of Directors. The Board has the following makeup;

—two veterans from the Maine Veterans Small Business Loan Board
—two members from the Natural Resources Financing & Marketing Board
—one Certified Public Accountant
—one attorney
—three members-at-large
—three state members to include the Commissioner of the Department of Economic and Community Development, a natural resource commissioner and the State Treasurer.

Members are appointed by the Governor and are subject to review by the joint standing committee of the Legislature having jurisdiction over Economic Development and subject to confirmation by the Legislature. Each member-at-large serves for a term of four years. A Chief Executive Officer is appointed by the Governor to supervise and direct the administrative and technical activities of the Authority.

As organized, FAME consists of two broad divisions—Business Development and Natural Resources. These divisions are supported by an Office of General Counsel, Marketing and Communications, Finance and Administration.

PROGRAM:

Business Development Division. This division maintains several programs which are utilized individually or in combination with other financing mechanisms to assist in business development. Programs overseen by this division include:

Commercial Loan Insurance Program. The Commercial Loan Insurance Program is designed to promote economic development by providing business borrowers, who exhibit a reasonable ability to repay a loan, access to capital that would otherwise be denied by a lender due to an unacceptable level of credit risk.

Through this program, FAME will insure up to 90% (not to exceed $7,000,000 for most projects or $2,500,000 for recreational projects) of a commercial loan. Loan proceeds may be used for purchase of, and improvements to, real estate, fishing vessels and machinery and equipment. Loan insurance may not be used to insure construction loans, housing projects, or for refinancing existing debt as a primary purpose. There are also certain limitations on loan insurance for projects with greater than 25% retail or 35% office space.

The program works in cooperation with local lending institutions and bond underwriters. (FAME insured loan bond issues are typically rated AA1 by Moody's and AA by Standard and Poor.) Lenders originate loans, provide construction or interim acquisition financing without loan insurance, maintain at a minimum 10% of the loan uninsured and service the entire loan.

Eligibility Criteria

- The borrower must demonstrate loan repayment ability.
- The business must be located in the State.
- Collateral must be sufficient to meet loan to value standards of the Authority.
- The project must demonstrate public benefit; for example, job creation, increase in municipal tax base, etc.

Small Business Loan Insurance Program. Similar to FAME's Commercial Loan Insurance Program, the Small Business Program is designed to specifically help those small businesses that cannot obtain conventional financing. FAME insurance provides additional security to financial institutions while encouraging greater lending activity to Maine's small businesses. Under this program, FAME can insure up to 85% of a loan to maximum loan insurance exposure of $500,000. If the borrower is an eligible Maine veteran, FAME's maximum exposure increases to $600,000.

Most prudent business activities (lines of credit included) are eligible. To participate in the Small Business Loan Insurance Program, a business must employ 20 or fewer employees or have gross annual sales of less than $2.5 million.

Taxable and Tax-Exempt Credit Enhancement Bond Programs. In an effort to assist more Maine businesses, FAME has implemented two unique credit enhancement programs. These programs work to help Maine business attract long-term, fixed-rate financing. These credit enhancement programs are two of the first of their kind in the nation. They provide Maine business with financing formerly available to only "Fortune 500 Companies." These programs include:

SMART-E Bond Program. The SMART-E Bond Program is a tax-exempt, fixed asset financing program for manufacturing facilities. Assets that can be financed with loan proceeds include land and depreciable assets.

FAME will finance up to 90% of a loan by grouping it with other similar loans and selling tax-exempt bonds to finance the loans. To attract favorable interest rates, each loan in the group will be insured by FAME or a combination of FAME and a letter of credit; or by other comparable insurance.

The program benefits borrowers by providing a low, fixed interest rate on 90% of a loan for up to 15-20 years. Variable rates may also be available in the future depending on demand. The interest rates are lower than conventional commercial credit because interest paid to the buyers of the bonds is tax exempt. This savings is passed along to borrowers.

The program works in cooperation with local lending institutions and bond underwriters who must originate loans, provide construction or interim acquisition financing, and agree to maintain, at minimum, 10% of a loan uninsured and service the entire loan for the life of the loan. Lenders may also be required to provide a letter of credit insuring payment on a portion of the loan. Borrowers will maintain their normal banking relationship making monthly payments to their lenders.

Applicants for this program must demonstrate a strong likelihood that they will be able to repay the loan. The maximum size loan under this program is $7,000,000.

SMART Bond Program. This program is similar to the Authority's SMART-E Bond Program. It is available (with some exceptions) to those businesses who are not eligible for tax exempt financing. The process begins when a lending institution provides a Maine based business with a loan commitment for acquisition of real estate, equipment, or other fixed assets. After a review of the loan application, FAME will commit to insure up to 90% of the loan, and will also agree to purchase the insured portion of the loan upon completion of construction or upon acquisition of the machinery or equipment.

FAME then groups the purchased portion of the loan with other loans to form a pool of insured loans which is then sold to private investors.

Because of the high credit rating associated with FAME's loan insurance, the bond becomes a marketable security which will sell at favorable fixed rates. Subject to market conditions, these bonds are generally sold at 1.25% over comparable term treasury bonds. However, since the lending institution is required to retain, at a minimum, 10% of the loan, the borrower will actually pay a "blended rate" based on the combination of the portion of the loan held by the lender and the portion sold through FAME. The rate and term on the portion of the loan retained by the lender is negotiated between the borrower and the lender.

Throughout the process, the borrower will continue to work with the lender. The lender will continue servicing the entire loan and, in addition, maintain a direct relationship with the borrower.

Applicants for this program must demonstrate a strong likelihood that they will be able to repay the loan. The maximum size loan under this program is $7,000,000.

Industrial Development Bond Program. The Tax Reform Act of 1986 has significantly changed the State's Industrial Development Bond Program. These changes include certain limitations on the State's tax-exempt bond ceiling and the types of projects which may be financed. The SMART and SMART-E Bond Programs mentioned earlier have, in large part, replaced the old Industrial Revenue Bond Program for Maine businesses.

Municipal Securities Approval Program. Maine municipalities are empowered, with the approval of FAME, to issue tax-exempt Industrial Revenue Bonds to finance any project authorized under the United State's Internal Revenue Code, Section 103, (now limited to manufacturing facilities and exempt projects such as solid waste disposal projects) except retail stores and office space. Proceeds from the sale of municipal Industrial Revenue Bonds may be used for land, land improvements, labor materials, machinery and equipment, financing and interest charges, engineering, legal services, surveys, cost estimates and studies.

The advantage of this type of financing lies in the relatively low borrowing rates it affords. The specific rate is determined by a number of factors, including the bond markets, the credit worthiness of the bond beneficiary and the size of the bond issue.

Maine Job Start Program. The Maine Job Start Program is a revolving loan program designed to provide the eligible small business person with the necessary capital to start, strengthen or expand a business operation. It is a direct loan program targeted at those businesses which cannot obtain financing (even with loan insurance) through conventional lending sources.

The maximum available loan is $10,000. The term of each loan will depend on applicant need, the business plan and the useful life of collateral. The interest rate on Job Start Loans is 2% below the prime interest rate, fixed at the date FAME issues its loan commitment.

In order to qualify for a Job Start loan, the applicant must reside or have principal place of business in Androscoggin, Aroostook, Hancock, Oxford or Washington counties. In addition, the applicant must have an annual gross household income at or below 80% of the federal median income.

Energy Conservation Loan Program. The program provides interest rate subsidies on loans to businesses, farms and nonprofit organizations which are used to make energy related improvements. These loans will be approved and made by Maine financial institutions; FAME subsidizes the interest rate which is paid by the borrower. Energy conservation loans may represent a portion of a larger commercial loan.

The loans are available at an effective interest rate of 3%, for a term not to exceed 10 years. The maximum available loan is $100,000. To be eligible for consideration, your business, farm or nonprofit organization must either: (a) have an existing oil-fired space heating system, oil-fired hot water, oil-fired processing system, or (b) have purchased fuel oil for space or water heating purposes during the period 1973-1980.

Pine Tree Partnership Grant Program. The Pine Tree Partnership Grant Program is designed to help foster innovation and development of new technological products. Under this program, Maine's small businesses can apply for matching grants of up to $5,000. These grants must be matched with other sources of income. They are intended to help small businesses perform research as well as to develop and introduce advanced technology and services into the marketplace.

The Finance Authority of Maine seeks applications for this program periodically throughout the year.

The Potato Marketing Improvement Fund. The Potato Marketing Improvement Fund (PMIF) provides direct loans to potato growers and packers to construct modern storages, packing lines and sprout inhibitor facilities as part of the industry's plan to improve the quality and marketing of Maine potatoes. This fund provides long-term, fixed-rate loans at attractive, below market interest rates to help finance construction or improvements to storage and packing facilities. As a participating loan program, it is restricted to financing between 45 and 55% of the costs of eligible construction and improvements. Other lenders or the applicant must finance the remaining funding needs. Funds cannot be used for working capital, refinancing, or non-project related equipment, and PMIF funds may only be used for permanent financing after a project is completed.

Linked Investment Program for Agriculture. In cooperation with the State Treasurer's Office, the State of Maine invests up to $4,000,000 of State funds in financial institutions at reduced interest rates. The financial institutions use those funds to provide operating loans to Maine farmers at comparably reduced rates of interest. The loans are approved and made by lenders according to their own policies; the State Treasurer makes compensating investments to the lenders to provide the interest rate savings to farmers on the underlying loans. The Finance Authority of Maine assists the State Treasurer in administering this program.

Occupational Safety Loan Fund Program. The Finance Authority of Maine in cooperation with the Maine Department of Labor, administers the Occupational Safety Loan Fund Program.

This program provides targeted direct loans to Maine businesses seeking to make workplace safety improvements. Under this program, a business may borrow up to $15,000 for a period of up to 5 years. The interest rate paid by the borrower is 2% below the prime interest rate, fixed at the date of loan commitment.

To be eligible, the business must be located in the State of Maine; proceeds from the loan must be used to purchase, improve, install or erect equipment which reduces workplace hazards or promotes the health and safety of employees. Borrowers must exhibit a reasonable ability to repay the loan from the cash flow of the business.

Natural Resource Division. Recognizing the significance of agriculture, fishing, forestry and other natural resources based enterprises, the Maine Legislature established both a separate Board of Directors and a separate division within FAME to work with Natural Resources based enterprises. This board and division work to insure that affordable capital and other types of financial assistance are readily available to natural resources based business.

In assisting these enterprises, FAME may use any and all of the financial tools and services listed earlier under Business Development. Additionally, FAME seeks to develop new programs and services designed to meet the unique needs of businesses working in this important sector of the State's economy.

Small Business and Veterans' Fund Portfolio (As of 6/30/87)

Total Bank Financing Approved in FY 1987	$ 6,739,595
Total Guarantees Approved in FY 1987	$ 5,526,468
Number of Loans Approved in FY 1987	79
Total Bank Principal Balance as of 6/30/87	$ 8,095,163
Total Guaranteed Balance & Commitment as of 6/30/87	$ 6,186,764
Total Number of Loans Outstanding as of 6/30/87	132
Total Allocated Lending Capacity	$17,000,000
Available for New Projects	$10,813,236

Targeted Lending: Maine Job Start Pilot Program (As of 6/30/87)

Total Number of Loans Approved	40
Total Number of Loan Dollars Approved	$ 351,100
Total Number of Dollars Available	$ 152,136
Average Loan Size	$ 8,778
Number of Jobs Maintained or Created	73

Commercial Insurance Fund Portfolio (As of 6/30/87)

Insured Bonds and Loans	$24,814,792
Committed Bonds and Loans	$ 8,687,000
Subtotal	$32,501,792
State Obligation Bonds Applied to Guarantee Balance	$ 2,161,319
Subtotal	$34,663,111
Total Allocated Lending Capacity	$64,500,000
Insurance Amount Available for New Projects	$29,836,889
Total Insurance Allowable	
Commercial Loan Insurance, Small Business	$77,500,000
Veterans	$ 4,000,000
Total Insurance Allowable	$81,500,000
Total Insurance Approved and Committed ass of 6/30/87	$40,650,125

Summary: In addition to the programs listed here, the Finance Authority of Maine is continually working on new financial programs and services. For an up-to-date listing of the programs and services currently available, interested persons should contact the Finance Authority of Maine.

PUBLICATIONS:

1986 Annual Report of the Finance Authority of Maine
1985 Annual Report of the Finance Authority of Maine
1984 Annual Report of the Finance Authority of Maine
1987 Patterns of Growth in Maine Businesses by Size of Employment
1986 A Strategy for Investing in the Natural Resources Industries of Maine
1986 The Natural Resource Industries of Maine—An Assessment and Statistical Portrait
1986 New Directions in State Financial Assistance to Business
1986 A Survey of Business Finance in Maine
Bimonthly—FAME FORECAST (Newsletter)
FAME Program Brochures

FINANCES, FISCAL YEAR 1987: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, please call or write the Finance Authority of Maine for a copy of their audited annual financial statements ending June 30, 1987.

NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

RICHARD E. MULLAVEY, EXECUTIVE SECRETARY
JOHN H. CASHWELL, CHAIRMAN, MAINE COMMISSIONERS

Central Office: AMHI—Harlow Building *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1949 *Sunset Review:* Not Established
Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 327; *Citation:* 1949 P&SL, Chap. 75
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Northeastern Interstate Forest Fire Protection Commission was established to promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service.

ORGANIZATION: The Northeastern Interstate Forest Fire Protection Commission was established under the Northeastern Interstate Forest Fire Protection Compact of which the State of Maine became a contracting state in 1949. Maine's representation on the Commission consists of three members, including, ex officio, the Director of the Bureau of Forestry or his designee and a legislator appointed by the Maine Commission on Interstate Cooperation; the third member is a citizen appointed by the Governor for a term of three years.

PROGRAM: Activities of the Northeastern Interstate Forest Fire Protection Commission during FY 87 included the annual Commission meeting at Manchester, Vermont, and the annual training session at Bedford, New Hampshire. The theme of this session was "Fireline Survival and Physical Fitness."

The equipment committee met in New Brunswick this year. Their agenda included equipment standards inventory, and demonstrations of aircraft water bombing with retardants.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $4,767 in FY 87 and are, by administrative decision, included with those of the Bureau of Forestry.

ADVISORY COMMITTEE FOR THE TRAINING OF FIREFIGHTERS

STEVE HASSON, STATE FIRE ADMINISTRATOR

Central Office: Howe Hall, SMVTI *Telephone:* 799-7303
Mail Address: Fort Road, So. Portland, Maine 04106

Established: 1959 *Sunset Review:* Not Established

Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 326; *Citation:* 20A M.R.S.A., Sect. 9002

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Advisory Committee to the Executive Director of the Maine Vocational-Technical Institute System and relating to the Firefighter's Training Program is to consult and advise her in carrying out the administration of section 9001.

ORGANIZATION: The committee consists of 17 members appointed by the Executive Director as follows: one municipal chief, one call chief and one volunteer chief recommended by the Maine Fire Chief's Association, Inc.; one municipal firefighter, one call firefighter and one volunteer firefighter recommended by the Maine Federation of Firefighters, Inc.; two members recommended by the Maine Municipal Association, Inc., including one city or town manager and one selectman; one member of an industrial or institutional fire brigade recommended by the Maine Safety Council; one representative from the field of insurance recommended by the Maine Insurance Association, Inc.; two members recommended by the Maine Council of Firefighters, Inc.; one member from the general public; two members from S.M.V.T.I.'s Fire Science Craft Committee and two members from E.M.V.T.I's Fire Science Craft Committee.

PROGRAM: The Advisory Committee met 3 times during FY 87. Committee drafted legislation; oversaw the consolidation of the Fire Service Training and Fire Science Technology programs into one agency, Maine Fire Training & Education; and advised the staff of MVTIS and SMVTI Fire Training and Education on a broad range of fire service issues.

Fire Service Training: The Fire Service Training Program (FST) employs a staff of 3 full-time administrators and 37 part-time field instructors. During FY 1986-87, training courses were taught in every county of the State. There were 1,219 hours of instruction provided in hands-on firefighting skills and related knowledge, yielding 14,055 student completion hours. In addition, 3 Certified Firefighter Regional Academies, 1 Certified Firefighter I Regional Academy and 2 Certified Firefighter II Regional Academies, co-sponsored by local Adult Ed programs provided 431 hours of instruction (10,126 student completion hours) to firefighters in 10 counties. Using the Regional Academy approach, Fire Service Training has, with the help of the VTI Fire Technology programs, trained over 230 certified fire instructors in three and a half years.

The Fire Service Training program has physically moved from the Bureau of Vocational Education to Southern Maine Vocational-Technical Institute and Eastern Maine Vocational-Technical Institute. The State Fire Administrator is able to be in daily contact with each of the Deputy Administrators in his/her region and has better supervision in the entire state.

PUBLICATIONS:

1. Fire Ground Hydraulics (Basic)—Free
2. Fire Ground Hydraulics (Advanced)—Free
3. Maine's Fire Chiefs Directory—Free
4. Maine Fire Education and Training Catalog—Free
5. Self-Contained Breathing Apparatus: Guide to Survival — 1985 — $2.00
6. Ground Ladder Student Manual — 1984 -- $2.00
7. Rural Hitch manual — 1984 — $2.00
8. Pumper Acceptance/Service Testing — 1985 — $2.00
9. Emergency Response Driving — 1985 — $2.00
10. Tanker Operation — $2.00
11. Sprinklers: The Fire Dept. Connection — $2.00

12. Fire Instructor I — $20.00
13. Fire Fighter I and II Curriculum — $20.00
14. Fire Fighter I and II Model Lesson Plan — $5.00
15. Driver/Operator Curriculum — $20.00
16. Fire Fighter I Student Manual — $15.00
17. Fire Fighter II Student Manual — $15.00
18. Fire Command—Student Manual — $5.00

FINANCES, FISCAL YEAR 1987: 20-A MRSA Sect. 9001, provides that expenditures of this unit shall be borne by the Maine Vocational-Technical Institutes—Board of Trustees and are, therefore, included in its financial display.

FOREST FIRE ADVISORY COUNCIL

CLIFFORD SWENSEN, CHAIRMAN

Mail Address: c/o Maine Forest Service, Division of Forest Fire Control, Statehouse Sta. #22, Augusta, Maine 04333

Established: 1984

Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 456; *Citation:* 12 M.R.S.A., Sect. 9621

PURPOSE: The council reviews the annual reports of the Forest Fire Control Division, the annual accounts of the forest fire control program and the proposed budget for forest fire control. It began reviewing the financing, organization, administration, and delivery of state forest fire control services, including local capabilities for forest fire control, alternative methods of forest fire prevention and suppression, and identifying the most modern, cost effective and efficient method for providing forest fire control services within the State, utilizing and coordinating local resources, to protect the state's important forest resource. It made recommendations to the department and the Legislature regarding changes in these areas.

ORGANIZATION: The governor appointed a 9-member council to advise the Department of Conservation on all matters pertaining to the forest fire control program. The council consists of one representative each from the Forest Fire Control Division of the Department of Conservation and the Maine State Fire Chief's Association; one member is a municipal official; four members represent the commercial forest industry, of which 2 represent landowners in the organized portions of the State, and 2 represent landowners in the unorganized portion of the State; one member represents a forest related tourist industry; and one represents a noncommercial private owner of acreage which is subject to the tax assessed under Title 36, Chapter 366.

PROGRAM: During 1987, the Council reviewed information about, and examined in detail, the operations of the Forest Fire Control Division.

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

RICHARD MURPHY, CHAIRMAN
HENRY G. BOUCHARD, Executive Director

Central Office: 35 Community Drive, Augusta, ME *Telephone:* 622-1958
Mail Address: 35 Community Drive, Augusta, ME 04330
Established: 1971 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 336; *Citation:* 22 M.R.S.A., Sect. 2054
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: To assist private, non-profit hospitals, non-profit nursing homes and private, non-profit institutions for higher education within the State of Maine in financing the construction and equipping of health-care and educational facilities, the refinancing of existing indebtedness and student loans by providing access to the municipal (tax-exempt) bond market.

ORGANIZATION: The Authority consists of twelve members, the Bank Superintendent, the Commissioner of Human Services, the Commissioner of Educational and Cultural Services and Treasurer of State (as a nonvoting member) who serve as ex-officio members, and eight other members who are residents of the State of Maine and are appointed by the Governor. The Executive Director, who is not a member, is responsible for the day-to-day activities of the Authority.

PROGRAM: Bonds, notes or any other obligations of the Authority do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by the revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority may be secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital, nursing home or institution for higher education or may take a mortgage on the project. Each hospital, nursing home or institution for higher education agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on the outstanding bonds.

The Authority does not receive any appropriations from the State. It derives its revenues from fees charged the hospitals, nursing homes and institutions for higher education using its financing capabilities. The initial fee, payable from the bond proceeds at the closing of the bond issue, is based on a schedule as follows: (calculated on amount borrowed)

1st $1,000,000 — $1,500
Next $10,000,000 — $1 per $1,000
Next $10,000,000 — 75¢ per $1,000
Thereafter — 50¢ per $1,000

Once the project is completed and generating revenues for the hospital, nursing home, or institution for higher education, an annual fee of 1/10 of 1% of original amount of bond issue is charged.

FINANCES, FISCAL YEAR 1987: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE HISTORICAL SOCIETY

ELIZABETH J. MILLER, DIRECTOR

Central Office: 485 Congress St., Portland *Telephone:* 774-1822
Mail Address: 485 Congress St., Portland, Maine 04101

Established: 1822 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 176; *Citation:* 1822 P&SL Chap. 118

Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: Incorporated by the State of Maine in 1822, the Maine Historical Society is a charitable, educational, non-profit corporation. It devotes its resources to the discovery, identification, collection, preservation and interpretation of materials which document the history of Maine and its people.

ORGANIZATION: Just two years after Maine achieved statehood, the Legislature passed a bill incorporating the Maine Historical Society in 1822 to collect and preserve the history of the new State. Governor Albion K. Parris presided over the first meeting in the old Statehouse in Portland.

During its first 100 years, the Society maintained a close relationship with Bowdoin College, housing Society collections at the College until 1881 and conducting its Annual Meetings at commencement time until the early 20th centry.

Through the energetic efforts of civic leader, philanthropist, and scholar James Phinney Baxter and fellow prominent Portland citizens, the Society moved its collections and many of its programs to Portland in 1881. Baxter provided space in the new Portland Public Library built in 1889.

In 1901 the Society opened the Wadsworth-Longfellow House, left to the Society through the bequest of Anne Longfellow Pierce. The House was Maine's first house museum open to the public. Finally on February 27, 1907, the one hundredth anniversary of Henry Wadsworth Longfellow's birth, the Society opened its present headquarters and library at 485 Congress Street.

Today, the Society's organization stretches throughout Maine. Its Editorial Office for the **Quarterly** and special publications is at University of Maine at Orono. The Society's Trustees and membership are active in historical groups around the State. For the first time since 1822, the Society began developing a long-range plan to guide its future efforts to collect, preserve, and teach the history of Maine.

PROGRAM:

Library. The MHS Library supports the study of state and local history, biographical and family history. It includes more than 60,000 books, pamphlets, newspapers, and scrapbooks on all aspects of Maine's social, cultural, political, and economic history. During FY 1987, the Society added more than 600 volumes of books, pamphlets, newspapers, and microfilm to the Library, of which 75% were acquired by donation.

The Society initiated conservation activities for its extensive collection of maps and atlases, including purchase of new storage cabinets, archival supplies, and a conservation survey. This project is partially supported with a Maine State Library Commission Conservation/Preservation Grant. Also, a new rare book storage area was installed.

Manuscripts and Special Collections. In addition to the library of published materials, the Society maintains the State's foremost collection of manuscripts and special materials. The collection of approximately 1.7 million manuscripts dates from 17th to 20th century materials, and includes the personal papers of many of Maine's most prominent civic and business leaders, early proprietary and town records, journals, accounts and related business records, and genealogical research collections Also included are manuscript maps and surveys, architectural and engineering drawings, photographs, postcards, prints, and broadsides.

Key acquisitions included the Andrew Hawes Papers, 1716-1899 (documenting the development of Falmouth, Stroudwater, Gorham, and Standish). John Lynch Papers, 1861-1891 (Portland merchant and congressman), Shepard Cary Papers, 1829-1857 (businessman and congressman from Houlton), Portland Female Charitable Society Records, 1818-1950, and the Maine and New Hampshire Granite Corporation Records, 1889-1933. Other important acquisitions included Maine Central Railroad broadsides and building plans, and approximately 300 glass plate negatives of the Fish River Branch of the Bangor & Aroostook Railroad.

These extensive collections are accessible to all individuals interested in Maine history and genealogy. During FY-1987, more than 3700 people consulted its collections researching a wide variety of topics. This figure does not include another estimated 1000 research inquiries answered by telephone or correspondence.

Museum Collections. In addition to its fine research library and Manuscript Collection, the Society has an extensive collection of art and artifacts, including more than 150 Maine paintings, as well as furniture, glassware, silver and pewter, samplers, costumes, other textiles, military and naval artifacts. During FY-1987, acquisitions included portraits of the eminent Congregational clergyman Rev. Edward Payson and wife Ann Louisa Shipman Payson.

To facilitate cataloging and to improve storage conditions, much of the Museum Collection was moved to an off-site storage location.

Wadsworth-Longfellow House. The landmark Wadsworth-Longfellow House, open to the public since 1901, provides a focal point for the Society's educational programs. Built in 1785-86 by Revolutionary War General Peleg Wadsworth, the childhood home of poet Henry Wadsworth Longfellow is used to teach Maine and Portland history. More than 10,000 visitors toured the historic Maine home during the regular summer season and special Christmas open house. Approximately 1200 schoolchildren visited the House free-of-charge during special tours in October, December, April, May, and June. The Society participates in a consortium of four Portland-area historic sites, sharing in promotion and sponsoring a special all-day tour of these sites.

Preservation efforts continued with the restoration of the Congress Street windows and one exterior door, alarm system repairs, and minor roof repairs. This two-year project is funded in part with a matching grant from the Maine Historic Preservation Commission. In addition, the Society initiated research and planning for the long-range preservation and interpretation of the House and site.

Exhibitions. The Society continued its changing exhibition program during FY-1987, drawing upon its extensive collections. Presented in the Society's Library Building, the exhibitions included: "Atlantic & St. Lawrence/St. Lawrence & Atlantic Railroad: Rails Across the Border," "Generation Upon Generation: The Art of Family Heritage," and "Bonds From the Past: Couples and Portraiture in Maine." In addition, the Society lent materials for exhibitions elsewhere, including the York Institute (Saco), Brick Store Museum (Kennebunk), and the Maine State Museum.

Other Educational Programs. The Society sponsored lectures, workshops, tours, and exhibitions as it continued to broaden its educational activities. Special activities included an oral history workshop conducted by staff from the University of Maine's Northeast Archives of Folklore and Oral History, a tour of the "Snow Squall" archeology project, the Maine Antiquarian Book Fair, and bus tours to museums in New Hampshire and Massachusetts.

The Society's 165th Annual Meeting was held in Bath; the program included walking tours by Sagadahoc Preservation, Inc. and tours of the Maine Maritime Museum.

The Society's annual lecture series focussed on the collections and potential for research. "Exploring Maine History" presented new information on the significance and use of genealogical materials, architectural drawings, paintings, and artifacts.

Finances and Fund-Raising. Operating expenses ($331,821 in FY-87) expand annually as programs expand, yet the Society completed FY-87 without an operating deficit. Income is derived from a variety of sources: membership dues and donations, endowment income, admissions, foundation support, special events, publication and museum shop sales, and state appropriation. The chief sources of operating income continue to be endowment income, membership dues, and the Society's Annual Giving campaign. The latter draws upon the support of individuals and businesses throughout the State of Maine.

PUBLICATIONS:

During FY-1987, the *Maine Historical Society Quarterly* published articles by professional and amateur historians. Yves Frenette, Ph.D. candidate at the Universite Laval, received the James Phinney Baxter Award for his Spring 1986 article "Understanding the French Canadians of Lewiston, 1860-1900: An Alternate Framework." Other notable articles included "A Historical Perspective on the Northern Maine Guide" by Nathan S. Lowrey and "The Disciples of Samuel

Ely: Settler Resistance Against Henry Knox on the Waldo Patent, 1785-1801," by Alan Taylor. The Winter 1987 issue featured two historiographical essays on Franco-Americans and the Spring 1987 issue examined the history of the Maine Historical Society, Bangor Historical Society, York Institute (Saco), and the Pejepscot Historical Society (Brunswick). Individual copies of the *Quarterly* are available for $2.00.

The Society published *New Men, New Issues: The Formation of the Republican Party in Maine* by Richard Wescott. It is available for $15.50.

Previous Maine Historical Society publications which are still in print include:

Hayden L.V. Anderson, *Canals and Inland Waterways of Maine,* $10.00.

Robert E. Moody, ed. *The Letters of Thomas Gorges, Deputy Governor of the Province of Maine, 1640-1643,* $10.00.

The Maine Bicentennial Atlas ($6.00) and various bibliographical guides ($4.00).

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORICAL SOCIETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	28,076	28,076				
TOTAL EXPENDITURES	28,076	28,076				

DISPLACED HOMEMAKERS ADVISORY COUNCIL

NERIA DOUGLASS and JEAN MAINS-MORRIS, CO-CHAIRS

Central Office: 20 Union Street, Augusta *Telephone:* 289-3431
Mail Address: 20 Union Street, Augusta, Maine 04330
Established: October 1977 *Sunset Review:* Not Established
Reference: Policy Area: 04; *Umbrella:* 92; *Unit:* 390; *Citation:* 26 M.R.S.A., Sect. 1604
Average Count—All Positions: 0 *Legislative Count:* 0

ORGANIZATION: The Displaced Homemakers Program operates through a contractual agreement with the Maine Department of Labor in conjunction with the University of Maine. For further information, please contact:

Displaced Homemakers Program
University of Maine at Augusta
Stoddard House
Augusta, ME 04330
622-7131, ext. 337
1-800-442-2092, ext. 337
Gilda E. Nardone, Director

PROGRAM: By enacting the amended version of L.D. 644 (Public Law 1981, Chapter 515), the 110th Legislature mandated the Department of Labor, in collaboration with the Displaced Homemakers Project, to expand direct services for displaced homemakers in Maine. A statewide Displaced Homemakers Advisory Council was appointed by the Governor to advise the Commissioner of the Department of Labor on program development.

The Displaced Homemakers Program is a community-based multi-service program designed to provide outreach, career and job counseling, information and referral, prevocational training, placement, and other supportive services for economically dependent homemakers in Maine re-entering the job market due to separation, divorce, death or disability of a spouse. The goals of this Program are:

I. To provide overall Program development, administration and staff training;

II. To provide public information about and advocate for displaced homemakers in Maine;

III. To coordinate and expand the network of individuals, agencies, and organizations aware of and offering services to this target audience;

IV. To provide displaced homemakers with personal assessment, career decision making, and job readiness skills and resources which will assist them in building self confidence and moving towards emotional, intellectual, and economic self sufficiency;

V. To assist displaced homemakers in entering employment or further education/training and provide follow-up support.

In FY 87, direct services were provided through 7 Resource Centers in Presque Isle, Bangor, Waterville, Augusta, Lewiston/Auburn, Bath, and Portland. With increased funding and in-kind support from the Department of Labor and other sources, the Program established a new Center in Farmington serving Franklin County, provided and/or expanded rural outreach activities in 6 additional counties surrounding Regional Centers, continued to strengthen job training and placement services, including offering an entrepreneurial training program for individuals considering starting a small business, developed new services for older, minority, and divorced displaced homemakers, and provided technical assistance and training to other state and community agencies in developing services for this target population. Significant progress continued to be made towards developing a computerized management information system for compiling and reporting participant and Program data. Maine's Program was selected as the outstanding Displaced Homemakers Program in the nation receiving federal Vocational Education funding by the National Coalition of Women and Girls in Education, and public information about displaced homemakers and Program services was disseminated through workshops and presentations to organizations and various forms of local, statewide and national media.

Over 2,000 individuals were served by the Program through intake assessment, information and referral, training courses, workshops and conferences, support groups, placement assistance and follow-up services. Program staff continue to work collaboratively with other human service, education, employment and training, and advocacy organizations on a community, state, regional, and national level.

PUBLICATIONS:
The Program's "New Ventures" Entrepreneurship Training is included in the Corporation for Enterprise Development's recent publication, *Working Guide to Women's Self Employment*.

FINANCES, FISCAL YEAR 1987: Budget July 1, 1986 to June 30, 1987:

Displaced Homemakers Program
University of Maine at Augusta

Personal Services	$155,758
All Other	65,948
Total	$221,706

ADVISORY BOARD TO THE MAINE STATE HOUSING AUTHORITY

FENWICK FOWLER, CHAIRMAN
DIANA HUOT, VICE CHAIRMAN

Incoming WATS: 1-800-452-4668
Central Office: 295 Water Street, Augusta *Telephone:* 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330

Established: 1969 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 345; *Citation:* 30 M.R.S.A., Sect. 4602

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the director and commissioners of the Maine State Housing Authority on the policies concerning any and all of the powers and duties of the state authority.

ORGANIZATION: The Advisory Board to the Maine State Housing Authority is comprised of 21 persons appointed by the Governor for a term of four years representing the several aspects of the housing industry. The members elect a President and Vice-President from among the board members. Meetings of the board are called as deemed necessary by the president except that one meeting of the board must be held each year at a time which will allow the board to meet jointly with the Commissioners of the Authority.

The role of the Advisory Board is to advise and counsel the Director and Commissioners of the Authority.

PROGRAM: The Board has been meeting quarterly. The Board was very active in the formulation of the Housing Opportunities for Maine (HOME) Program. It is anticipated that the Advisory Board will continue to provide advice and counsel to the Authority's Commissioners in the coming fiscal year.

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

MAINE STATE HOUSING AUTHORITY

ELIZABETH H. MITCHELL

Incoming WATS: 1-800-452-4668
Central Office: 295 Water Street, Augusta *Telephone:* 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330

Established: 1969 *Sunset Review Required by:* June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 346; *Citation:* 30 M.R.S.A., Sect. 4601A

Average Count—All Positions: 60 *Legislative Count:* 0

Organizational Units:

- Office of the Director
- Treasurer
- General Counsel
- Management
- Home Ownership
- Development

PURPOSE: The Maine State Housing Authority was established to assist Maine residents in securing housing which is decent, safe, independently selected, designed and located with reference to particular needs and available at costs which are affordable; to have available a wide range of privately-planned, constructed and operated housing; to have available such additional publicly-planned, constructed and operated housing as needed to achieve the purposes of the law; to have available from financial institutions, resources for home construction, mortgages and other additional resources from the sale of bonds by the Authority; to have available informational and educational programs concerning housing programs and techniques; and generally, to do all things possible to encourage and assist efforts to provide decent housing in a desirable and healthful living environment for all Maine citizens, particularly for the elderly and those of lower income.

ORGANIZATION: The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." Established in October 1969, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriations from the Legislature for its operations. The Authority has 7 commissioners, 5 of whom are appointed by the Governor. The 6th Commissioner, shall be the director of the State Authority serving ex officio, who is the chairman. The Director is appointed by the Governor and confirmed by the Legislature. The 7th is the State Treasurer.

PROGRAM: As the Maine State Housing Authority entered FY 87, it continued its position as one of the state's largest financial institutions. By year-end 1986, the Authority had assets of $697,174,257, and fund balances of $61,788,369.

The Authority has been a participating agency in HUD's Section 8 program since its inception in late 1974, and in calendar year 1985 received from the Federal Government $33,386,939 in Section 8 rent supplement funds. The subsidies, received from HUD, may be applied to either newly constructed, substantially rehabilitated or existing rental units meeting HUD's standards. The funds are restricted in the use to making up the difference between HUD-established fair market rents and 30% of an eligible tenant's income. Permanent financing for new construction or substantial rehabilitation of the units subsidized under the Section 8 program must come from private sources or housing finance agencies such as the Authority. At of the end of 1986 the Authority had 6,346 such units occupied, in approximately 200 apartment complexes. The new construction, substantial rehabilitation portion of the Section 8 program has been ended by the federal government. During 1984 the Authority started the Rental Loan Program which has provided financing for 816 apartment units in new or substantially rehabilitated buildings. The Authority also operates an important single family loan program, providing low interest rate loans to low and moderate income families. The program has helped 14,000 families buy a home, including more than 8,000 buy their first homes since 1982.

The Authority has also implemented the Housing Opportunities for Maine (HOME) Program. This program combines dedicated receipts from a portion of the real estate transfer tax which is used only for program, not administrative, funding with the Authority's tax-exempt bonding capacity to generate funds for single family mortgage purchase or improvement loans, multi-family mortgage purchase or improvement loans, and homeless shelters. The program has received a total of $15 million in funds, and has generated $492 million in low-interest rate housing loans for Maine people.

In view of the continuing need to improve the housing situation in Maine, the Authority's Commission and staff plan to continue their efforts, making use of both existing programs and new programs as they become available to, "promote a concerted effort to upgrade housing conditions and standards within this State."

PUBLICATIONS: Maine Housing Authority Annual Reports (1970-1985 inclusive).

Maine State Housing Authority, Official Statements (Mortgage Bonds—1972 Series A, through 1986 Series A, twenty-eight total issues).

"Maine Housing News"
Homebuyers Handbook
Maine Rental Housing Guide
Meeting the Challenge of Affordable Housing
For availability, contact the Authority.

FINANCES, FISCAL YEAR 1987: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, see The Maine State Housing Authority Annual Report which contains the Authority's audited statement based on the calendar year.

MAINE HUMAN RIGHTS COMMISSION

NORMAN L. FOURNIER, CHAIRPERSON
PATRICIA E. RYAN, Executive Director

Central Office: Hallowell Annex *Telephone:* 289-2326
Mail Address: Statehouse Sta. #51, Augusta, Maine 04333
Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 348; *Citation:* 5 M.R.S.A., Sect. 4561
Average Count—All Positions: 13 *Legislative Count:* 8

PURPOSE: The Maine Human Rights Commission was established to promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine by keeping in review all practices infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and by preventing discrimination in employment, housing or access to public accommodations on account of race, color, sex, physical or mental handicap, religion, ancestry or national origin, and relative to employment discrimination on account of age; and relative to housing discrimination on account of source of income and children; and relative to the extension of credit, on account of age, race, color, sex, marital status, ancestry, religious creed or national origin. The Commission also has jurisdiction in the area of education to prevent discrimination because of sex.

The Commission is authorized to investigate all conditions and practices within the State which allegedly detract from the enjoyment, by each inhabitant of the State, of full human rights and personal dignity; to investigate all forms of invidious discrimination, whether carried out legally or illegally, and whether by public agencies or private persons, and to recommend measures calculated to promote full enjoyment of human rights and personal dignity. In carrying out these duties, the Commission has the power to maintain offices, hold meetings, hire staff, hold hearings, make rules and regulations, utilize voluntary services of individuals and organizations, create advisory agencies or councils, require posting of notices and to issue publications and reports.

ORGANIZATION: The Maine Human Rights Commission, created in 1971, consists of five members, no more than three of whom may be of the same political party, appointed by the Governor, for terms of five years. The Governor designates, the chairperson of the Commission from among its members. The Commission appoints a full-time executive director and other personnel as deemed necessary.

PROGRAM:

Discrimination Complaints. During fiscal year 86-87, 507 new complaints were filed with the Maine Human Rights Commission. In addition, 236 complaints were carried over from the previous fiscal year. During fiscal year '87, the Commission closed 522 cases, leaving a total of 221 cases active at year end.

Of the 522 cases closed by the Commission, 171 resulted in pre-determination settlements; 118 were administratively dismissed; and 233 resulted in Commission determinations. Of these determinations, 42 were reasonable grounds findings and 191 were no reasonable grounds findings. Due to efforts to resolve cases prior to a finding, complainants received over $459,598.00 in dollar benefits.

Affirmative Action. The Commission has placed great emphasis on its voluntary compliance program and has provided assistance to numerous agencies, organizations, and businesses, both public and private. The Commission continued to review Affirmative Action plans during fiscal year '87 for employers in Maine.

Litigation. The Commission is represented by the Attorney General of the State of Maine and by the Commission's Counsel for cases against private sector Respondents. The Commission's Counsel represents the Commission against public sector Respondents.

Two cases were referred for litigation and three were filed in Superior Court during fiscal year 86-87. Four cases in litigation were closed during the 86-87 fiscal year as a result of court decision, settlement, or other disposition. There are presently four cases in litigation.

Public Education and Information. The Commission's Speakers Bureau continues to function in filling requests for speakers from citizens groups who wish to know more about discrimination law in order to voluntarily comply with the law or to exercise their rights under the law.

Commission staff has conducted training programs in the area of affirmative action and has conducted workshops and seminars for various public and private agencies, businesses, and organizations. Handbooks and guides for employers and employees have been developed.

Interagency Cooperation. The Commission continues to work with such federal agencies as the Equal Employment Opportunity Commission, the Department of Housing and Urban Development, and the Office of Federal Contracts & Compliance in order to assure that the human rights of all citizens receive fullest protection of the law. The Commission has contracts and worksharing agreements with the Equal Employment Opportunity Commission; Department of Housing and Urban Development; Department of Education, Office of Civil Rights; and the U.S. Department of Labor, Bureau of Apprenticeship Training. In addition, the Commission has worked closely and cooperatively with the State's affirmative action officer, and affirmative action officers throughout State government, Commissioners of major departments of State government, as well as the Maine Chamber of Commerce & Industry, the Maine Teachers Association, Maine Association of Handicapped Persons, and the Maine Commission for Women.

PUBLICATIONS:

Procedural Regulations
Employment Regulations & Poster
Pre-Employment Inquiry Brochure
Fact-Finding Conference Brochure
Fair Housing Brochure & Poster
Child Discrimination Law & Registration Packet
Pregnancy Brochure
Sexual Harassment Brochure
Equal Educational Opportunity Regulations
Equal Educational Opportunity Procedural Rules
Public Accommodation Regulations Relating to Handicap Discrimination in Public Conveyances

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	294,695	195,390			99,305	
Health Benefits	15,050	10,033			5,017	
Retirement	52,613	34,659			17,954	
Other Fringe Benefits	982	655			327	
Other Contractual Service	44,058	42,045			2,013	
Rents	871	871				
Commodities	5,243	5,058			185	
Equipment	4,496	3,762			734	
Transfers to Other Funds	7,525		85		7,440	
TOTAL EXPENDITURES	425,533	292,473	85		132,975	

DEPARTMENT OF HUMAN SERVICES

ROLLIN IVES, COMMISSIONER

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2736
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144; *Citation:* 22 M.R.S.A., Sect. 1
Average Count—All Positions: 1,831 *Legislative Count:* 619

Organizational Units:

- Bureau of Health
- Bureau of Rehabilitation
- Bureau of Income Maintenance
- Bureau of Social Services
- Bureau of Maine's Elderly
- Bureau of Medical Services
- Office of Management and Budget
- Office of Public Affairs and Communications
- Office of Legal Services
- Office of Alcoholism and Drug Abuse Prevention
- Office of Administrative Hearings
- Office of Vital Statistics
- Office of Emergency Medical Services
- Alcohol and Drug Abuse Planning Committee

PURPOSE: To protect and preserve the health and welfare of Maine citizens. This is accomplished by administering programs and providing services established by Federal and State laws. The Department directs a wide-ranging system of programs in social and rehabilitation services, income maintenance, public health and medical services in order to accomplish its mission.

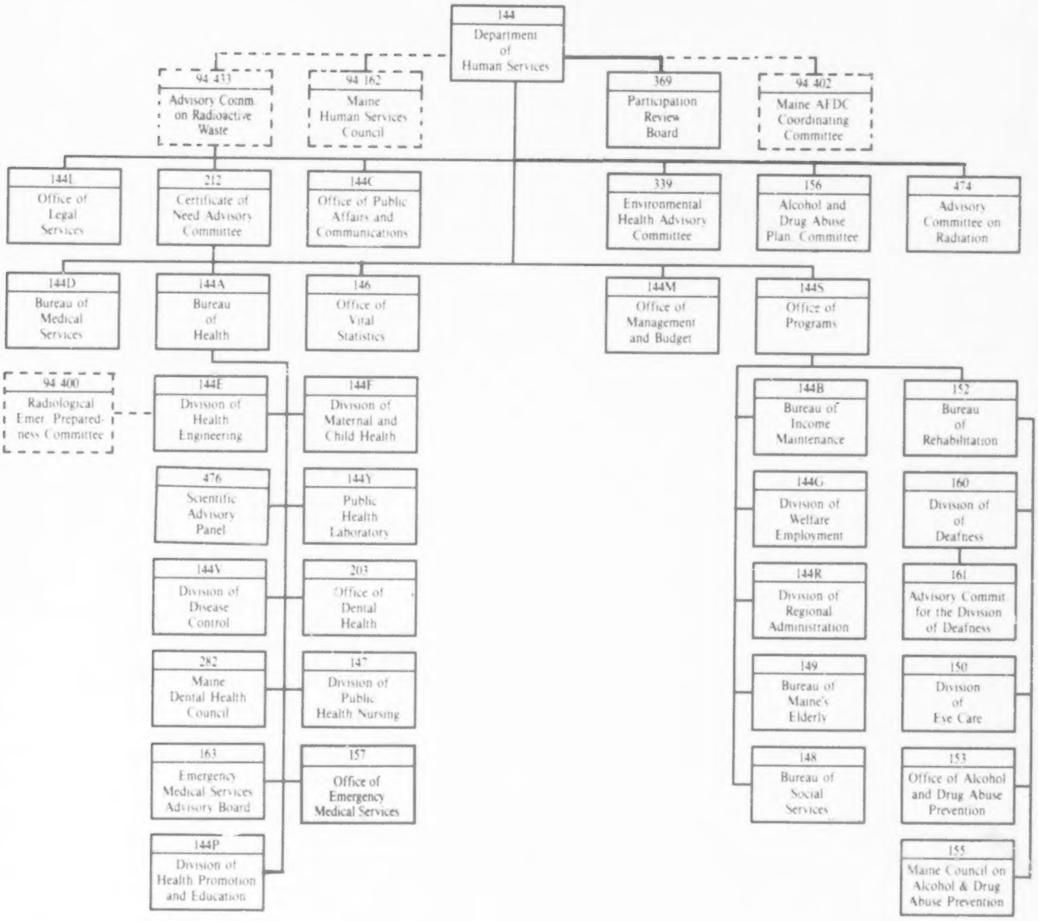
ORGANIZATION: The Department of Health and Welfare originated in 1885 with the creation of the State Board of Health, consisting of six members appointed by the Governor to supervise the interests of health and life of the citizens of Maine. The Board was replaced in 1917 by the Department of Health, under the direction of a Commissioner of Health, and a new Public Health Council. Social welfare functions of the present Department originated in 1913 with the creation of the State Board of Charities and Corrections, consisting of five members appointed by the Governor to supervise the State's system of charity and correctional institutions. This Board was redesignated Department of Public Welfare in 1927 with the Board members becoming Commissioners of the Department of Public Welfare.

In a major reorganization of State Government in 1931, the Department of Health and the Public Health Council were abolished and their duties assumed by a new Bureau of Health; the Department of Public Welfare was abolished and its public welfare and correctional institution duties divided between new Bureaus of Social Welfare and Institutional Service; the whole incorporated into a new Department of Health and Welfare under the direction of the Commissioner of Health and Welfare with the assistance of an Advisory Committee of Health and Welfare. Also at this time, the nucleus of the Department's Office of Administration was formed. Among other organizational changes, the Division of Research and Vital Records, successor to the original Registrar of Vital Statistics dating back to 1891, has been moved to the Bureau of Medical Services. In 1939, the Bureau of Institutional Services was separated from the Department to become the Department of Institutional Service, forerunner of the Department of Mental Health and Mental Retardation and Department of Corrections.

Since 1931 there have been gradual changes in the department's structure, including a name change to Department of Human Services in 1975. There are now two Deputy Commissioner level offices, six bureaus, as well as five regional offices, each having at least two field offices. In addition, the Commissioner has assigned to his office an Office of Legal Services, an Office of Public Affairs and Communications, and an Office of Alcoholism and Drug Abuse Prevention.

One Deputy Commissioner is in charge of the Bureaus of Health, Rehabilitation, Social Services, Income Maintenance, Medical Services, and Maine's Elderly. The other Deputy Commissioner is responsible for the Department's overall administration, including the Staff Education

ORGANIZATIONAL CHART
DEPARTMENT OF HUMAN SERVICES
UMB 10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Division of Disease Control
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Division of Public Health Nursing
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Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
DEPARTMENT OF HUMAN SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	48,567,330	25,160,042	1,748,682		21,658,606	
Health Benefits	2,710,341	1,358,376	105,644		1,246,321	
Retirement	8,259,179	4,307,888	299,080		3,652,211	
Other Fringe Benefits	224,843	102,004	7,319		115,520	
Computer Services—Comm.	818	147			671	
Computer Services—State	3,095,948	1,225,081	31,155		1,839,712	
Other Contractual Service	15,976,676	8,647,655	572,580		6,756,441	
Rents	2,826,003	1,399,235	46,973		1,379,795	
Commodities	1,113,800	467,201	124,020		522,579	
Grants—Subsidies—Pensions	461,853,151	148,008,852	23,366,089		290,478,210	
Buildings and Improvement	812				812	
Equipment	343,825	83,712	110,741		149,372	
Interest—Debt Retirement	856	228	4		624	
Transfers to Other Funds	638,791		44,077		594,714	
TOTAL EXPENDITURES	545,612,373	190,760,421	26,456,364		328,395,588	

and Training Unit, the Division of Regional Administration, the Division of Personnel, Division of Audits, Division of Data Processing, and the Employee Assistance Program.

Title 22 M.R.S.A. §1 establishes that the Department of Human Services shall be under the control and supervision of a Commissioner of Human Services who shall be appointed by the Governor, subject to review by the Joint Standing Committee on Human Resources and to confirmation by the Legislature, and shall serve at the pleasure of the Governor. The Commissioner is responsible for administering the Department which has the responsibility to protect and preserve the health and welfare of Maine citizens through planning, authorization, administration and audit of programs established by law and/or administrative fiat and assigned to the Department by the Maine Legislature, the Governor and other various federal agencies with which the department has contracts for services.

Office of Public Affairs and Communications: The function of the Office of Public Affairs and Communications is to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of departmentwide newsletter, as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the department; and to maintain audio-visual equipment inventories for departmental wide use.

Office of Legal Services: The primary function of the Office of Legal Services is to provide legal services to the Department and represent the department in all court proceedings. The attorneys assigned to the Department are under the supervision of the Office of the State's Attorney General. The functions of legal services also include writing legal opinions; representing the department in child custody and adult guardianship actions; representing the department in administrative hearings dealing with the enforcement of departmental licensing standards; representing the department in support actions; drafting departmental legislation and approving to form all contracts, leases and other documents.

Office of Alcoholism and Drug Abuse Prevention: The primary function of this office is to develop and implement strategies to prevent alcohol and drug abuse in the State of Maine.

Office of Administrative Hearings: This office conducts all hearings of appeals of Departmental decisions or actions. It renders binding decisions on behalf of the Commissioner except for certain cases where its findings are advisory to the Commissioner.

Office of Vital Statistics: This office maintains the State's vital records system and prepares various statistical summaries of demographic, health, or social service information.

Office of Emergency Medical Services: This office is responsible for statewide planning and coordination of emergency medical services and for the licensing of emergency medical technicians and services.

Alcohol and Drug Abuse Planning Committee: The committee is responsible for coordinating the substance abuse activities of the Department of Human Services, the Department of Educational and Cultural Services, the Department of Mental Health and Mental Retardation and the Department of Corrections.

PUBLICATIONS:

America's Children — Powerless and in Need of Powerful Friends, Children's Deaths in Maine.

Newsquarter, a quarterly report.

FINANCES, FISCAL YEAR 1987: The financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ALCOHOL AND DRUG ABUSE PLANNING COMMITTEE

ROLLIN IVES, COMMISSIONER OF DHS, CHAIRMAN
AL ANDERSON, PH.D., STAFF DIRECTOR

Central Office: DHS, State House Station #11 *Telephone:* 289-2595
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 156; *Citation:* 22 M.R.S.A., Sect. 7131

PURPOSE: The Alcohol and Drug Abuse Planning Committee (ADPC) was established by the 111th Maine Legislature to improve the scope and quality of planning for alcohol and drug abuse services, to balance the interests of different client groups and departmental programs, and to establish a source of firm leadership and coordinated decision-making.

ORGANIZATION: The Alcohol and Drug Abuse Planning Committee (ADPC) is comprised of the Commissioners of the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation. The Commissioner of the Department of Human Services was appointed chairman of the ADPC. The ADPC is staffed by a director and small planning staff who are responsible for the planning, monitoring, evaluation, and coordination of Maine's alcohol and drug abuse service system.

PROGRAM: P.L. 1983, c. 464, "AN ACT to Provide for the Development of a Centralized Coordinated Planning and Evaluation Process for State Alcohol and Drug Abuse Activities," created the Alcohol and Drug Abuse Planning Committee and established the following mandated responsibilities:

1. **Coordination** of all alcohol and drug abuse prevention, education, treatment, and research activities in the State; and liaison among the branches of State Government and their agencies.
2. **Supervision** of the planning of alcohol and drug abuse services by the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation; and preparation and submission of the following documents to the Legislature:
   A. An annual report containing an evaluation of the past year's progress toward obtaining established goals and objectives and recommended allocations from the Prevention, Education, Treatment and Research Fund for the coming fiscal year.
   B. A biennial comprehensive State alcohol and drug abuse service plan.
   C. By January 15, 1987, and every fourth year thereafter, an assessment of the costs related to alcohol and drug abuse in the State and an analysis of the service needs.
3. **Establishment** of uniform data standards to be used by all alcohol and drug abuse programs receiving State funds and the collection/analysis of the information collected.
4. **Development** of recommendations to the branches of State Government regarding alcohol and drug abuse activities, policies, and priorities.
5. **Review** of all proposed legislation, activities, plans, policies, and administrative functions of other State agencies relating to alcohol and drug abuse.

The ADPC completed the following Alcoholism Prevention, Education, Treatment and Research Fund reports/documents in FY 87.

1. A Uniform Data/Information System for Maine's Alcohol and Drug Abuse Treatment System (7/87)
2. Utilization of Alcohol Premium Funds by Program/Service and Geographical Location: FY 87 through FY 89 (4/87)
3. Drug Abuse in Maine (4/87)
4. FY 86 Progress Report (12 months 7/1/85-6/30/86) (1/87)
5. Native American Alcohol and Other Drug Abuse Service Needs (1/87)
6. A Survey of Private Sector Management and Labor Concerning the Impact of Workplace Alcohol and Illegal Drug Use/Abuse Upon Work Performance and the Value of Related Workplace Referral and Treatment Programs (11/86)
7. Victim Services: The Missing Links Conference (11/86)
8. Cocaine Symposium Report (10/86)

9. Alcohol and Cocaine Abuse in Maine: A Follow-up Survey (8/86)
10. Maine County Jails: A Survey of the Substance Abuse Treatment Needs of Inmates (10/86)
11. Alcohol and Drug Abuse Planning Committee FY 87 and FY 88 Priorities Funded by the 112th Legislature of the State of Maine (10/86)
12. Children of Alcoholics/Adult Children of Alcoholics: Public Forum Document (Revised, 9/86)
13. State and Federal Funds Allocated Specifically for Alcohol and Other Drug Programs in Maine (8/26/86)

The Framework for Identifying and Recording Direct Service Needs/Priorities Document (7/84) designed to provide the basis for the planning and evaluation requirements of the ADPC continues to be the basic ADPC planning document. The focus of this document is upon the use of common system terminology (e.g., service/program characteristics and client populations) and methods for recording projected/actual outcomes (e.g., target population(s), number of clients to be served and costs).

The Framework was used by local groups (service providers, consumers, and interested citizens) to identify and prioritize regional service needs. The Framework design served as the basis of the format used for the FY 86 Progress Report, the FY 86/87 Plan and Priorities, and other documents listed above. Thus, the basis of the mandated biennial planning cycle (including periodic needs assessment, statements of service goals, allocation plans, and performance measure) has been designed and implemented.

P.L. 1983, c. 464, also expanded the membership and role of the Maine Council on Alcohol and Drug Abuse Prevention and Treatment. Working with the ADPC, the Council during the past fiscal year focused its efforts in three primary areas (1) corrections, (2) higher education, and (3) adolescents. The Council also monitored and reviewed draft legislation and provided review and comment on documents and reports prepared by the ADPC.

PUBLICATIONS: (all free)

1. A Framework for Identifying and Recording Direct Service Needs/Priorities in Maine's Alcohol Prevention and Treatment System for FY 86 and FY 87 (7/30/84)
2. A Uniform Data/Information System for Maine's Alcohol and Drug Abuse Treatment System (7/87)
3. Utilization of Alcohol Premium Funds by Program/Service and Geographical Location: FY 87 through FY 89. (4/87)
4. Drug Abuse in Maine (4/87)
5. FY 86 Progress Report (12 months 7/1/85-6/30/86) (1/87)
6. A Survey of Private Sector Management and Labor Concerning the Impact of Workplace Alcohol and Illegal Drug Use/Abuse Upon Work Performance and the Value of Related Workplace Referral and Treatment Programs (11/86)
7. Victim Services: The Missing Links Conference (11/86)
8. Cocaine Symposium Report (10/86)
9. Maine County Jails: A Survey of the Substance Abuse Treatment Needs of Inmates (10/86)
10. Alcohol and Drug Abuse Planning Committee FY 87 and FY 88 Priorities Funded by the 112th Legislature of the State of Maine (10/86)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ALCOHOL AND DRUG ABUSE PLANNING COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	93,891	19,777	33,902		40,212	
Health Benefits	5,180	848	1,553		2,779	
Retirement	17,449	3,356	7,270		6,823	
Other Fringe Benefits	318	66	114		138	
Computer Services—State	3				3	
Other Contractual Service	39,634	7,478	21,976		10,180	
Rents	7,171	2,046	610		4,515	
Commodities	841	300	419		122	
Equipment	6,104		6,104			
Transfers to Other Funds	2,271		1,154		1,117	
TOTAL EXPENDITURES	172,862	33,871	73,102		65,889	

MAINE COUNCIL ON ALCOHOL AND DRUG ABUSE PREVENTION AND TREATMENT

FRANCIS DORSEY, CHAIRMAN

Central Office: 9 Green Street, Augusta *Telephone:* 289-2595
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 155; *Citation:* 22 M.R.S.A., Sect. 7107
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment, solely advisory in nature, was established to advise, consult and assist State Government officials and agencies on activities related to drug abuse prevention and treatment, including alcoholism.

ORGANIZATION: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment was created by the 1973 Alcoholism and Drug Abuse Act. Legislation (P.L. 1983, c. 464) was enacted during Fiscal Year 1984, which expanded and strengthened the role of the Council by: (1) including representatives of community agencies served by the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation, and (2) reinforcing the responsibility of the Council in the planning process through its direct access to the Governor and the newly established Alcohol and Drug Abuse Planning Committee (ADPC).

The Council is comprised of 25 members selected from the fields of corrections, education, health, law, law enforcement, manpower, medicine, mental health, mental retardation, science, social sciences, and related areas. Membership includes representatives of nongovernment organizations or groups and of public agencies concerned with prevention and treatment of alcoholism, alcohol abuse, drug abuse, and drug dependence. At least 2 members of the Council must be current members of the Legislature, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure. Two of the private citizen members shall be between the ages of 16 and 21. At least 6 members are persons affected by or recovered from alcoholism, chronic intoxication, drug abuse, or drug dependence. At least 4 members shall be officials of public or private nonprofit community level agencies who are actively engaged in drug abuse prevention or treatment in public or private nonprofit community agencies or members of the regional alcohol and drug abuse councils located throughout the State. One of the private citizen members shall be the President of the National Council on Alcoholism in this State. Membership also includes at least 2 representatives from each of the following fields: public education, mental health and mental retardation, corrections and criminal justice, and social sciences. Members shall be appointed for a term of 3 years, and cannot be reappointed for more than one consecutive term.

The Governor designates the chairman from among the members appointed to the Council. The Council may elect such other officers from its members as it deems appropriate.

PROGRAM: During the past fiscal year, the Council focused its efforts in three primary areas (1) corrections, (2) higher education, and (3) adolescents. Working committees were established and workplans developed and implemented to address these areas. Corrections Committee members conducted site visits to the Maine State Prison and Maine Youth Center to collect information regarding State-funded alcohol and drug abuse programs in an institutional setting. The Higher Education Committee selected key staff from Maine's post-secondary institutions and arranged for their participation in a school/community team building "institute" sponsored by the Department of Educational and Cultural Services. A statewide symposium which focused on "Normal Adolescent Development and Alcohol and Other Drug Use/Abuse" was developed by the Adolescent Committee of the Council. The Council also monitored and reviewed draft legislation and provided review and comment on documents and reports prepared by the Alcohol and Drug Abuse Planning Committee (ADPC).

FINANCES, FISCAL YEAR 1987: 22 MRSA, Sect. 7107, provides that expenditures of this unit shall be borne by the Alcohol and Drug Abuse Planning Committee and are, therefore, included in its financial display.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION

NEIL E. MINER, DIRECTOR

Central Office: 235 State St., Augusta *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 153; *Citation:* 22 M.R.S.A., Sect. 7104
Average Count—All Positions: 20 *Legislative Count:* 20

PURPOSE: The Office of Alcoholism and Drug Abuse Prevention (OADAP), as the organizational unit of the Department of Human Services designated to administer the Federal Drug Abuse Office and Treatment Act of 1972 and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, is empowered to administer federal funds under these Acts and under Section 1912 of Title XIX of the Public Health Services Act, and is responsible for design, implementation and improvement of all Department of Human Services' alcohol and drug abuse services. The Office also administers the Driver Education Evaluation Programs.

ORGANIZATION: The Office of Alcoholism and Drug Abuse Prevention was created by P.L. 1973, c. 566 to assume the responsibilities of the former Maine Commission on Drug Abuse, and the Department of Human Services Division of Alcoholism Services. P.L. 1983, c. 464 has amended the statute and created significant reorganization of the Office. The Office is no longer a part of the Bureau of Rehabilitation; it is currently under the Deputy Associate Commissioner for Health and Medical Services.

PROGRAM: The Office of Alcoholism and Drug Abuse Prevention is responsible for planning, coordinating, monitoring, and improving the Department's alcohol and drug abuse service system.

The Office serves as the Department's primary liaison with other Departments, the Legislature, citizens' groups, and service providers on issues pertaining to substance abuse; it determines the allocation of the Department's human and fiscal resources for substance abuse services; it develops and monitors the implementation of the Department's annual substance abuse plans. The Office analyzes and develops policy for the Department pertaining to substance abuse; it conducts and contracts for applied research studies; it develops funding initiatives to develop new, expanded, and improved services within the system. It is responsible for licensing and certifying treatment facilities and Driver Education Evaluation Program private practitioners; it contracts for a variety of training programs.

A list of substance abuse operations and the responsible unit of the Department are provided as a reference:

Interdepartmental Coordination—Alcohol and Drug Abuse Planning Committee
Maine State Employee Assistance Program—Office of Management and Budget
Community Service Contracts—Division of Purchased and Support Services
Maine Alcohol and Drug Abuse Clearinghouse—Division of Health Education
Maine Council on Alcohol and Drug Abuse Prevention and Treatment—Alcohol and Drug Abuse Planning Committee

The Office developed a system for estimating substance abuse service needs; developed a model policy for treating AIDS infected clients in substance abuse programs, and delivered a series of AIDS training workshops to providers. It issued and funded a series of new requests for proposals for substance abuse services in rural health centers, an integrated system of services for adolescents including a long term residential facility in the downeast region, and a new halfway house for women in Portland. It also collaborated with Bureau of Medical Service's staff to implement expanded Medicaid coverage of substance abuse treatment and participated in task forces on prescription drug abuse, urine monitoring, and homelessness. Funded agencies provided services to over 12,000 admissions.

LICENSES, PERMITS, ETC.

License
  Substance Abuse treatment facilities
Certificate of Approval
  Outpatient Substance Abuse treatment facilities
Driver Education Evaluation Program Private Practitioner

PUBLICATIONS:

1. *Maine State Alcohol and Other Drug Abuse Primary Prevention Recommendations, Final Report;* Interdepartmental Prevention Work Group; 1984; available free upon request.
2. *Alcohol and Drug Abuse Services in the State of Maine;* current service directory available free upon request.
3. A Report on: An Act to Reform the Statutes Relating to Driving Under the Influence of Intoxicating Liquor or Drugs; annual reports for 1982, 1983, 1984, 1985, 1986; available free upon request.
4. *Drinking and Driving in Maine 1983;* 6-month interim report; available free upon request.
5. Annual applications, utilization reports, and independent audit reports on the substance abuse portion of the Federal Alcohol, Drug Abuse, and Mental Health Block Grant are available for review at the Office upon request.
6. A Model Aids Policy for Substance Abuse Agencies.
7. Regulations for Licensing/Certifying of Substance Abuse Treatment Facilities in the State of Maine.
8. Policies for the Development of New and Expanded Substance Abuse Services in the State of Maine.
9. *Report of the Policy Review Committee on Residential Alcoholism Rehabilitation and Related Treatment;* available free upon request.
10. *Alcohol Advertising in the Media: A Position;* available free upon request.
11. *Annual Training Catalogue.*
12. *"A Position Paper on Urine Monitoring."*

Note: The Maine Alcohol and Drug Abuse Clearinghouse is the Department's public information office for substance abuse and may be contacted directly for numerous additional publications.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	679,368	121,459	276,055		281,854	
Health Benefits	40,110	6,875	18,296		14,939	
Retirement	114,614	20,632	46,064		47,918	
Other Fringe Benefits	2,244	431	930		883	
Computer Services—State	1,537	847	100		590	
Other Contractual Service	332,344	44,535	173,787		114,022	
Rents	44,048	2,789	34,036		7,223	
Commodities	9,562	1,820	3,276		4,466	
Grants—Subsidies—Pensions	5,506,257	2,133,308	2,317,760		1,055,189	
Equipment	1,358				1,358	
Transfers to Other Funds	9,314		4,814		4,500	
TOTAL EXPENDITURES	6,740,756	2,332,696	2,875,118		1,532,942	

CERTIFICATE OF NEED ADVISORY COMMITTEE

JAMES CLOUTIER, CHAIRMAN

Central Office: 151 Capitol St., Augusta *Telephone:* 289-2716
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: January 1, 1983 *Sunset Review Required by:* Not Required
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 212; *Citation:* 22 M.R.S.A. §307(2-A)
Average Count—All Positions: 0 *Legislative Count:* 0
Included in Office of Health Planning and Development Totals.

PURPOSE: The Certificate of Need (CON) Advisory Committee was established by the cited statute for the purpose of participating with the Department of Human Services in the public hearing process available at the request of persons directly affected by the review of proposed new health services being conducted by the Office of Health Planning and Development, Bureau of Medical Services.

The Committee evaluates written reports and oral testimony concerning proposals undergoing CON review, from Department staff, applicants and interested or affected persons, questioning participants in the process. Following a public hearing on the matter, the Committee discusses the information obtained, prepares and votes upon a recommendation to be forwarded to the Commissioner of Human Services, concerning whether or not the Commissioner should grant a Certificate of Need permitting implementation of the proposed new health service and/or capital expenditure.

ORGANIZATION: The Committee consists of ten members, nine of whom are appointed by the Governor as representatives of health care provider groups (four members) and public consumers of health care (five members). Ultimately, the nine appointees will serve four-year terms, except that for the first committee assembled, members representing specific groups will serve the following terms:

Provider Representatives		*Public Representatives*	
(1) Hospitals:	4 yrs.	(2) Consumers:	4 yrs.
(1) Nursing Homes:	3 yrs.	(1) Consumers:	3 yrs.
(1) Third-Party Payers:	2 yrs.	(1) Consumers:	2 yrs.
(1) Physicians:	1 yr.	(1) Consumers:	1 yr.

A new nursing home representative was appointed to a four-year term in December, 1986. Three consumer members, the physician member and the third-party payor member have been re-appointed and are serving their second, four-year terms. Appointments for two consumer positions and the hospital position were under consideration in June, 1987.

The Commissioner of the Department of Human Services has appointed Patricia Riley, initially, Director of the Bureau of Medical Services, and subsequently appointed as Associate Deputy Commissioner for Health and Medical Services, to serve as his ex officio, non-voting designee.

PROGRAM:

ACTIVITY

During the period July 1, 1986 through June 30, 1987, the Committee conducted public hearings concerning five Certificate of Need proposals. Three applications concerned establishing new home health agencies, one of which involved branch offices to be located in five principal regions, thereby extending the provider's services throughout the state. The Committee recommended approval of all three home health proposals. The Committee also recommended approval of a new obstetrics service proposed by a hospital in Southern Maine, which focussed upon short in-hospital delivery (8-24 hours) and improving the full continuum of care for low-income and very young mothers. Based upon staff and Committee recommendations, the Commissioner of the Department of Human Services granted approval of all four proposals.

In June, 1987, the Committee held a public hearing on a hospital's proposed new computer system. A deliberation and recommendation session was scheduled for July.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Medical Services.

DIVISION OF DEAFNESS

NORMAN R. PERRIN, DIRECTOR

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-3484
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 9-19-85

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 160; *Citation:* 22 M.R.S.A., 3071

Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Division of Deafness was established to provide a program of services to deaf citizens of Maine including information and referral; advocacy; statewide registry; promoting of accessibility; plan for coordination; study of the needs of people who are deaf and hearing impaired, to recommend legislation to change or improve services; and to provide rehabilitative services to deaf and hearing impaired children from birth to age 20. Other programs include Telecommunications Devices (TDD's), Legal Interpreting, Identification Cards, Hearing-Ear-Dog registration and Maine-Lines for the Deaf Newsletter.

ORGANIZATION: The Division of Deafness was established administratively on November 1, 1982 and was known as the Office of Deafness. The Division received its present name in September 1984 when the Bureau was reorganized. In 1985, Governor Joseph E. Brennan signed Public Law Chapter 160 (22 MRSA c. 714) establishing the Division as a statutory unit of the Bureau of Rehabilitation.

The advisory committee of the Division continues to give a strong voice for consumers much as it did in the mid 1970's when it was known as the Ad-Hoc Committee on Deafness to the Bureau.

The Division of Deafness has the following focus:

Statewide Registry: The Division maintains, coordinates, and updates a voluntary statewide registry of deaf and severely hearing impaired persons in order to assess their needs for services. Presently, there are 3,141 persons on the registry who are deaf or severely hearing impaired. More than 300 new names are added every year.

Vocational Rehabilitation: The purpose of Vocational Rehabilitation is to assist eligible deaf and hearing impaired clients toward employability and independence. The vocational rehabilitation program served 1,150 deaf and hearing impaired clients during this reporting period. Of that number, 265 clients were placed in employment.

Five rehabilitation specialists (RCD's) provide counseling and case management statewide.

Telecommunications Devices for Deaf (TDD): The Division administers two programs providing Telecommunications Devices for the Deaf (TDD) under Maine Statutes (35 MRSA, Section 2361).

The cost sharing program allows the Bureau to provide up to 50% of the cost of a TDD to any organization or municipality paying the remaining funds for TDD's for hearing impaired and speech impaired. This law was enacted in 1980 with appropriations in 1981.

A subsequent enactment in 1983 provided funding for TDD's on a lease basis at no charge to the hearing impaired or speech impaired person. An audiologist or physician must verify proof of disability. In addition, financial need must be shown.

During the period of time 1982 thru 1986, the Division provided a total of 318 TDD's to individuals.

Interpreting in Legal Proceedings: Enactment of laws in 1978 and 79 respectively, the latter being amendments, entitles a deaf or hearing impaired person in a legal proceeding to have an interpreter. Under statute 5 MRSA, Section 48, the interpreter is reimbursed by the Bureau of Rehabilitation.

More than 530 hours of interpreting were provided during this reporting year.

Information Networking: The Division maintains a toll-free number in order to provide a channel for hearing impaired and their families to receive information relating to the disability. The Division cooperates with other advocacy, referral, and vocal relay agencies in providing appropriate direction to requests.

More than 700 calls a month are logged in for information, advocacy, referral, and other related needs.

Hearing Impaired Children's Program: The Division of Deafness provides rehabilitative and restoration services for children ages 0-20 who have a sensorineural or permanent noncorrectable hearing loss. Services provided are diagnostic evaluations by audiologists and physicians, auditory and speech-language therapy, counseling, sign language and/or cued speech training, hearing aids, and loan of auditory trainers.

Our five rehabilitation counselors for the deaf provide case management for the children's program statewide.

Approximately 210 children are being served during this reporting period.

The legislative mandate and appropriations for this program were approved by Governor Joseph E. Brennan on July 1, 1985 (PL Chapter 501). In April 1986, PL Chapter 761, was signed providing for a position of consultant within the Division of Deafness for the Hearing Impaired Children's Program.

LICENSES, PERMITS, ETC.: The Division provides identification cards for deaf citizens in cooperation with the Secretary of State and Division of Motor Vehicles. These ID cards assist deaf in emergency, legal, or other situations.

Also, the Division certifies hearing ear dogs that are professionally trained as alert dogs for deaf persons. The Division provides an identification card which allows the owner and hearing ear dog access to public places in Maine.

PUBLICATIONS:

1. Report of Hearing Impaired Children
2. Report of Committee on Community Center Research
3. Report on Registry of Deaf
4. Annual Report of Persons Served in the VR Program
5. Report on Dissemination of Telecom Equipment
6. Directory of Sign Language Classes in Maine
7. Directory of Organizations Serving Maine (deaf)
8. Maine-Lines for the Deaf

9. TDD Directory
10. Other miscellaneous program brochures upon request
11. Report of the Statewide Needs Assessment of the Deaf Community in Maine

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Rehabilitation.

ADVISORY COMMITTEE FOR THE DIVISION OF DEAFNESS

WILLIAM NYE, CHAIRMAN

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-3484
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 9-19-85
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 161; *Citation:* 22 M.R.S.A., 3074

PURPOSE: The Advisory Committee, Division of Deafness, advises the Director of the Bureau of Rehabilitation and the Director of the Division of Deafness on the development and coordination of services to people who are deaf and hearing impaired. The Committee evaluates the progress toward goals and recommendations and advises the Division on implementation plans.

ORGANIZATION: The Committee has 23 members and 3 non-voting member-at-large positions. One-third of the members are deaf or hearing impaired persons. The Committee meets quarterly on the second Thursday of January, April, June and October. Meetings are held in Augusta. The chairperson is elected by the Committee and serves a 2-year term.

PROGRAM: The Committee's activities this past year were focused on community service centers for the deaf, needs assessment, telecommunications devices for the deaf (TDD), legislative, Maine-Lines newsletter, hearing impaired children and TV/media access.

At the annual meeting in October, the Clifton R. Rodgers memorial award for outstanding service to the deaf community was presented to Virginia Hewes of Saco.

Members attended public hearings of the Legislature on bills relating to deafness.

PUBLICATIONS:

Report of Research Committee on Community Center—free
Report of Hearing Impaired Children—free
Report of the Statewide Needs Assessment of the Deaf Community in Maine

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Rehabilitation.

MAINE DENTAL HEALTH COUNCIL

RAYMOND J. PATENAUDE, DDS, CHAIRPERSON

Central Office: 151 Capitol St., Augusta *Telephone:* 289-2361
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 282; *Citation:* 22 M.R.S.A., Sect. 2096
Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: The mission of the Maine Dental Health Council is to advise, consult and assist the Executive and Legislative Branches of the State Government on activities of State Government related to dental health. The Council is solely advisory in nature, and may make recommendations regarding any function intended to improve the quality of such dental health. The Council must be consulted by the Commissioner of Human Services prior to the appointment or removal of the director. Another duty is to serve as an advocate on behalf of dental health, promoting and assisting activities designed to meet the problems of dental health at the State and community levels. The Council serves as an ombudsman on behalf of individual citizens as a class in matters relating to such dental health under the jurisdiction of State Government. Furthermore the Council assists the director in reviewing and evaluating State and Federal policies regarding dental health programs and other activities affecting people, conducted or assisted by any State department or agency. Lastly the Council provides public forums, including the conduct of public hearings, sponsorship of conferences, workshops and other such meetings to obtain information about, discuss and publicize the needs of and solutions to dental health problems.

ORGANIZATION: The Council consists of 9 members appointed by the commissioner, for terms of 3 years. Any vacancy in the Council does not affect its powers, but must be filled in the same manner in which the original appointment was made. Members are eligible for reappointment for not more than one full consecutive term and may serve after the expiration of their term until their successors have been appointed, qualified and taken office.

An official employee, consultant or any other individual employed, retained or otherwise compensated by or representative of the Executive Branch of Maine State Government can not be a member of the Council; but can assist the Council if so requested. Membership includes 4 dental health personnel, including one hygienist and one dentist or other professional staff employed full time by a private nonprofit dental clinic program and 2 dentists employed in private practice, one of whom is appointed from a list of at least 3 submitted by the Maine Dental Association and 5 interested citizens representing a balance of diverse social economic groups and geographic locations, who are not employed in the dental health or medical care professions, or members of the immediate family or any person employed as a dental health or other medical care professional.

The State Board of Dental Examiners serves as a Technical Advisory Committee to the Council and the director on matters relating to dental care standards. Furthermore, the director of the Office of Dental Health or his/her representative must attend all meetings of the Council. The Council elects the chairperson and such other officers from its members as it deems appropriate.

PROGRAM: The Maine Dental Health Council met monthly from January through June during fiscal year 1987. A special panel, including several Council members, convened earlier in the fiscal year to examine problems of providers and client participation in the Medicaid program, continued to meet and submitted its report to the Commissioner of Human Services in May 1987. The Dental Health Program Plan, adopted by the State Health Coordinating Committee, serves to guide Council activity. Council members served to advise the Office of Dental Health in several major program areas: school dental health education, dental needs of long-term care facility residents, community and school water fluoridation, worksite dental health education, and dental manpower. Additionally, the Council reviewed nominations for and presented the Maine Community Preventive Dentistry Award in June 1987, in recognition of significant prevention dentistry efforts. The Council continues to be active in promoting the expansion of prevention and education efforts, particularly fluoridation, school dental health education, and school nutrition.

PUBLICATIONS: Maine Dental Health Plan, Dental Needs Study Report; Dental Services in Maine Institutions: Current Status and Recommendations.

FINANCES, FISCAL YEAR 1987: 22 MRSA Sect 2098 provides that expenditures of this unit shall be borne by the Office of Dental Health and are, therefore, included in the display of the Bureau of Health.

OFFICE OF DENTAL HEALTH

JUDITH A. FEINSTEIN, ACTING DIRECTOR

Central Office: 151 Capitol St., Augusta *Telephone:* 289-2361 and 289-3121
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 203; *Citation:* 22 M.R.S.A., Sect. 2094
Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: The purpose of the Office of Dental Health is to establish, with the advice of the Maine Dental Health Council and subject to the direction of the commissioner, the overall planning, policy, objectives and priorities for all functions and activities relating to dental health, which are conducted by or supported by the State of Maine. Furthermore the Office has the objectives of reducing dental disease in Maine residents to a minimal and acceptable level and of improving and expanding dental health services in Maine. The Office serves as the State's primary administrative, coordinating and planning unit for carrying out the following duties: to develop a comprehensive, state-wide plan biennially, in cooperation with other state-wide health planning organizations, when deemed appropriate; to conduct ongoing review of all possible sources of funding, public and private, for improving dental health and development of proposals to secure these funds when appropriate; to provide technical assistance and consultation to Federal, State, county and municipal programs concerned with dental health, and to provide technical assistance and consultation to schools and to the Department of Educational and Cultural Services for the purposes of introducing into Maine schools dental health education programs.

The Office also conducts studies and develops primary data for the purposes of documenting specific dental problems in the State; provides consultation and program information to the health profession, health professional education institutions and volunteer agencies; conducts annual reviews of the statutes and guidelines governing use of dental auxiliaries, dentists and other dental personnel and makes recommendations to the Legislature for changes which would benefit the public's health; and coordinates all efforts to improve dental health which are in part or wholly supported by State funds. The Office also has the responsibility to administer funds in accordance with the interest and objectives of the law or within any limitations which may apply from the sources of such funds. The commissioner has the power to receive for the Office all funds granted by any private, Federal, State, county, local or other source. Lastly, the Office must annually prepare a detailed report that must be submitted by the department. By law the report must include a state-wide dental plan and describe the implementation of the responsibilities of the Office as described in the statutes. The report will be submitted to the Governor and Legislature.

ORGANIZATION: A statutory component of the Department of Human Services, the Office is administered by a director, who is appointed by the commissioner, only after consultation with the Council. The director serves in the unclassified service, serving at the pleasure of the commissioner, and subject to removal by the commissioner after consultation with the Council. Any vacancy will be filled by appointment as above. The director serves on a full-time basis and must be a person qualified by training and experience to carry out the type of responsibilities described in the "purpose" section. The director assumes and discharges all responsibilities vested in the Office. He/She may employ, subject to the Personnel Law and within the limits of available funds, competent professional personnel and other staff necessary to carry out the mission of the Office. The director prescribes the duties of staff and assigns a sufficient number of staff to the Office to achieve its powers and duties.

PROGRAM: During fiscal 1987, the Office of Dental Health primarily conducted and administered dental disease prevention programs. The Dental Health Program Plan accepted by the State Health Coordinating Council as part of the State Health Plan in 1982, and the annual Office Work Program served to guide activities undertaken by the office.

The School Dental Health Education Program, administered by the Office was expanded during 1986. A State legislative appropriation provided funds for dental health education materials to over 55,000 Maine children in over 300 schools across the State in fiscal 1987. Additional funds for this program are provided by the Division of Child Health, Maine Department of Human Services. The Mini Grants Program was established to provide seed money to small innovative prevention and education projects related to dental health.

The Office continued to administer a Statewide community and rural school Fluoridation Program funded by the Preventive Health Services Block Grant. The purpose of the grant is to increase the number of people in Maine who receive optimally fluoridated drinking water. The Well Child Clinic Preventive Dental Program was continued in conjunction with the Divisions of Public Health Nursing and Maternal and Child Health within the Bureau of Health. Fluoride supplements, toothbrushes, and dental health education materials were provided to approximately 1,500 eligible children, ages birth through 5.

Additionally, the Office assisted with activities undertaken by the State Nutrition Education and Training Program in the Department of Educational and Cultural Services.

Currently, the Office is working to expand School Dental Health Education, Preschool Dental Health Education, and Fluoridation Programs. Adult dental education projects particularly geared to residents of long term care facilities, health care providers, and adults in occupational settings, have been continued in the past year. Other areas of involvement include health manpower and increased access to dental services, especially for elderly and institutionalized populations.

The Maine Dental Health Council has assisted Office efforts over the past year.

PUBLICATIONS:

A variety of publications are available at no charge from the Office; write the Office of Dental Health, Maine Department of Human Services, Mail Station 11, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF DISEASE CONTROL

LANI GRAHAM, M.D., M.P.H., DIRECTOR
GREG BOGDAN, DR. P.H., Assistant Director

Central Office: 157 Capitol St., Augusta *Telephone:* 289-5195
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333 1-800-821-5821
Established: 1972 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144V; *Citation:* 22 M.R.S.A., Sect. 1019

PURPOSE: The Division of Disease Control exists to prevent illnesses which can be controlled through vaccination, quarantine, proper hygiene, early recognition and treatment, or other means in order to protect the public health. Traditionally, the emphasis has been on infection control and epidemic prevention. More recently, increased attention is being given to control or amelioration of chronic diseases (such as cancer), and prevention of illnesses which are attributable to environmental or occupational hazards.

ORGANIZATION: The Immunization Program, Sexually Transmitted Diseases Program, AIDS Program, Refugee Program, Tuberculosis Program, Environmental Health Program, the Cancer Registry, and Epidemiology Services all lie within this Division.

PROGRAM:

Infectious Disease Epidemiology. The service deals with the prevention and control of communicable diseases, particularly when they occur in epidemic form. The State Epidemiologist, who is responsible for these disease investigations, works with other programs within the Division of Disease Control, as well as other Divisions within the Bureau of Health, particularly, the Division of Public Health Laboratories, the Division of Public Health Nursing, and the Division of Health Engineering.

Determination as to whether outbreak situations are occurring is made through the evaluation of surveillance data reported by medical providers to the Bureau of Health (as mandated by the Rules and Regulations for Control of Communicable Disease). The State Epidemiologist is responsible for encouraging quality disease surveillance and provides information back to the medical community.

The annual Epidemiology Award was instituted in 1986. It is awarded to the physician and hospital Infection Control Practitioner who, in the previous year, made a significant contribution to the disease reporting effort.

Program activities during FY 87 included:

1. Epidemiologic investigations completed consisted of 6 foodborne outbreaks, 3 outbreaks of pseudomonas folliculitis associated with a public spa, an outbreak of boils in a high school wrestling team, cases of giardiasis linked to a public water supply, and scombroid fish poisoning.
2. The annual infectious disease symposium titled "Bloodborne Viral Diseases of Public Health Significance: Acquired Immune Deficiency Syndrome and Hepatitis B" was held November 13, 1986 and was attended by 125 health professionals and other interested persons from around the state.
3. The Epidemiology program and the Centers for Disease Control co-sponsored an 8 day Applied Epidemiology course for eighteen Bureau of Health Employees.
4. An outbreak of Influenza A in a Maine nursing home was investigated and documented in the Centers for Disease Control weekly worldwide publication, MMWR.
5. FY 88 will see significant improvements in the collection and compilation of disease reporting data, better enabling the program to identify areas of concern and to better disseminate the information to both private and public health professionals.

Environmental Health Program. The Division of Disease Control's Environmental Health Program was established by the Maine Legislature in 1981. It's mission is to assure that environmental health problems, questions, and issues in the State are satisfactorily addressed by State Government. Professional staff in the Environmental Health Program consists of a doctoral level Epidemiologist and Toxicologist, a master level Epidemiologist Toxicologist position, two Planning and Research Associate positions, a Tumor Registrar, and three clerical positions. Major activities in the Environmental Health Unit include:

Environmental Epidemiological Assessments. Community health studies, cancer cluster investigations, a birth defects surveillance program (NIOSH cooperative agreement), and selected occupational health studies and other health risk assessments.

Environmental Toxicology Assessments. The toxicology team provides guidance and leadership on specific toxicological issues confronting the State. Current examples include the establishment of drinking water guidelines for groundwater contaminated with pesticides, assessment of the safety for human consumption of fish and wildlife contaminated with metals or dioxin, development of recommendations for petroleum hydrocarbons in water and air, health assessments of hazardous waste sites in the state, medical recommendations for state employees exposed to asbestos, and development of a comprehensive risk assessment policy. The toxicology team provides expert consultation to other State Agencies in the risk assessment area and gives general advice related to consumer and occupational health issues.

Gray Health Study. The Gray Health Study consists of an evaluation of medically diagnosed health problems among persons living in the vicinity of the Mckin Company hazardous waste dump superfund site. This study is funded through a CDC cooperative agreement which began November, 1985.

Hazardous Air Pollutant Program. The Hazardous Air Pollutant Program has developed priorities for a regulatory program with the Maine Department of Environmental Protection. It is now developing risk assessments and action levels for toxic air contaminants. Assessments have been completed for toluene and perchloroethylene. Assessments are currently underway for wood smoke, formaldehyde, and chlorine. The Program also advises and consults with the Occupational and Residential Health Program of the Division of Health Engineering, and participates in a regional hazardous air pollutant assessment program coordinated by the Northeast States for Coordinated Air Use Management (NESCAUM).

Occupational Disease Reporting Program. Occupational Disease Reporting Rules and Regulations became effective March, 1987. During the Program's first year, approximately forty cases of occupational disease were reported to the Department by physicians and hospitals. These will be analyzed in order to identify high-risk occupations. A survey of physicians is currently being done in an attempt to increase the number of doctors who report.

Community Environmental Health Information Program. Legislation approved during 1985 provides for the establishment of a clearinghouse for information on the use of hazardous substances. The objective of this program is to provide Maine citizens with the identity and health risk potential of chemicals present in their community. Data on chemicals present in local industrial facilities is obtained from other State regulatory programs. This program provides an interface with the public on environmental health issues and health risk evaluation questions.

Some other significant activities being addressed by the Environmental Health Unit include:

1. Participation with other states in the Northeast Regional Environmental Public Health Center. This center was officially established in September, 1985 and involves input by the six New England States into developing regional approaches for addressing and resolving environmental health problems.
2. Radon/Lung Cancer Case/Control Study. Because of the relatively high frequency of elevated radon levels in Maine's domestic home environments, a health study has been undertaken to assess the lung cancer risk associated with radon exposure in the State's population. Funds for conducting a pilot study have been appropriated by the Maine State Legislature, and the U.S. EPA has provided resources to determine if it is feasible to conduct an analytic epidemiological study to test the radon/lung cancer risk hypothesis.
3. Investigation of the presence of heavy metals in wildlife and seafood.
4. Evaluation of drinking water standards.

Cancer Incidence Registration Program. The objective of the Cancer Registration Program is to describe the statewide distribution of cancer incidence and mortality. This program, which began collecting data in 1983 and has recently released its third annual report, is becoming a rich data source for conducting studies, assisting with cancer cluster investigations, and serving as a data resource for the development of a comprehensive Statewide Cancer Control Program.

To address the concerns identified by the Cancer Registration Program, a Bureau of Health Cancer Control team has been formed consisting of personnel from the Division of Disease Control, Dental Health, Health Education, Health Engineering, Public Health Nursing, and

Maternal and Child Health. To assist the Cancer Control team, the State Legislature has recently passed a bill to create a statewide Cancer Prevention and Control Advisory Committee, a 14-member body representing a cross-section of health-related fields in both the public and private sectors, half of whom will be selected by the governor and half by the Legislature. Among its duties will be to formulate the Cancer Control Plan and to review requests for information from the Cancer Registry.

The Cancer Registration Program was recently awarded a National Cancer Institute Technical Assistance Grant to improve occupational/environmental surveillance capabilities and to determine the reasons for the apparent excess in cancer mortality among Maine residents. When appropriate, the Maine Bureau of Health will establish programs to assure the early diagnosis and treatment of cancer patients, and will promote and facilitate the dissemination of state-of-the-art treatment information to physicians responsible for the care of cancer patients.

Tuberculosis Control Program. Tuberculosis, the health problem addressed by this program, is a chronic mycobacterial disease. Active pulmonary tuberculosis generally develops from an already-infected minority of the population which constitutes the "reservoir" of tuberculosis infection.

Program services are provided by nurses in the Division of Public Health Nursing. Medical management is provided by private physicians and by the eight physicians on the Board of Tuberculosis Consultants under contract with the Department of Human Services.

All of the following program services are available at no cost to Maine citizens in need of such services: hospital services, clinic services, drugs for the prevention and treatment of tuberculosis, laboratory services, public health nursing services, and professional literature. The program maintains a case register listing of all tuberculosis patients, contacts, and persons on preventive therapy. All bills are submitted to third party payors for payment prior to submitting to the TB Control Program.

In FY 86, the program served 5,276 persons including active tuberculosis cases, suspects, contacts of cases, tuberculin reactors, school personnel, preventive cases, non M. tuberculosis cases and those receiving bacteriology services.

In FY 87, the program staff expected to accomplish the following objectives: (1) to raise to 95 percent the proportion of active tuberculosis patients at home on current drug therapy; (2) to raise to 90 percent the proportion of active tuberculosis patients at home with recent medical and/or X-ray examinations; (3) to raise to 70 percent the proportion of active tuberculosis patients at home receiving bacteriologic examination within the last three months; (4) to raise to 75 percent the proportion of inactive tuberculosis patients receiving X-ray and/or medical examinations within the preceding twelve months; (5) to have 95 percent of all contacts examined by tuberculin test within one month after report of the source case to the appropriate regional office; (6) to ensure that 95 percent of all tuberculosis contacts, who were initially examined by tuberculin test, are completely evaluated within 90 days of the identification of the index case and receive care appropriate to their evaluation that is consistent with the Program's recommendations; (7) to ensure that 90 percent of all suspects receive medical services leading to a final disposition within three months. These seven objectives are basic to a sound tuberculosis control program and will be pursued until such time as Maine's incidence rate declines to an irreducible minimum.

In addition, the program's objectives in FY 87 included: (8) working toward providing the number of tuberculosis clinics as appropriate to accommodate persons by geographic distribution and incidence; (9) informing and educating the Maine public and private health care sectors as to appropriate medical management through workshops, staff meetings and the Bureau of Health Epigram; (10) conduct close surveillance of Indo-Chinese, Polish, Afghan, and Iranian refugees because of the high incidence of tuberculosis in this population group; (11) evaluating the school tuberculin reactor rates based on FY 87 school testing reports; and (12) continuing to provide funding to the State Laboratory to provide testing for tuberculosis without charge to patients or providers.

Refugee Health Assessment Project. Refugee health services addresses concerns of all refugees resettling in Maine. Goals of the program are: 1) to prevent and control health problems of public health significance among refugees; 2) to improve the general health status of the refugee population through health assessment and referral, emphasizing those health problems which may prevent economic self-sufficiency; and, 3) to reduce incomplete M. tuberculosis prophylaxis for those manifesting positive signs of infection but who have no active disease.

The Bureau of Health has been primarily concerned with the evaluation of the health status of refugees. The Bureau of Health is notified of arriving refugees by Immigration Services. The Division of Public Health Nursing and other nursing agencies contact the refugees, provide a health assessment including tuberculosis screening and assist them in obtaining medical care and refer them to other resources as necessary. There are approximately 2,500 refugees residing in Maine of which 776 are Vietnamese, 1,227 Cambodians, 112 Laotians, 276 Polish, 112 Afghans, and 56 Iranians.

In FY 87 Maine received a grant for $20,800. This money is used to reimburse nursing agencies in York and Cumberland Counties for health assessment visits.

In FY 86, the program served 177 refugees and in FY 87 the program staff expected to accomplish the following objectives:

1) To identify refugees regardless of national origin, who are eligible for specific services for whom no other source of reimbursement is appropriate.

2) To provide health assessments for all officially arriving refugees and non-officially arriving refugees (in-migrants) placed in the catchment area of the selected nursing agencies.
3) To ensure that refugees in whom assessment findings indicate personal health problems are referred elsewhere for proper medical or dental health attention.
4) To increase communication with medical providers including dissemination of information regarding refugee health and feedback from physicians.
5) To continue to establish agreement with individuals for interpreter services.
6) To increase the numbers of refugees who start tuberculosis preventive therapy to complete their course of therapy.

Sexually Transmitted Disease Control Program. Three primary STD clinics operate in the state and offer a total of 10 hours of clinic services per week. The STD Control Program provides significant assistance to clinic operations in Bangor, Lewiston and Portland in the form of full-time coordinators, part-time clerical and lab personnel, medications, diagnostic media and, except for Portland, site rental. Ancillary clinic operations in Augusta, Biddeford, Ellsworth, and Rockland are supported with small stipends to facilitate walk-in services for volunteers. Clinic service fees range from $20 to $25 but no one is refused service based on inability to pay.

The rationale of STD Control is simple: to interrupt transmission of those diseases whose societal impact is unacceptable and whose infectious course can be altered. Disease prevention is based upon the capability to test/diagnose active infection and the capability to treat or otherwise alter the course of infectiousness.

STD Control Program operations in Maine focus control efforts on syphilis and gonorrhea using the time-proven methodologies of 1) provision of clinic services for symptomatic volunteers; 2) investigation of positive lab reports (reactor program) to insure treatment of patient and contacts by treating provider or local STD clinic; and, 3) performing one-on-one patient interviewing and contact-tracing services to the extent resources allow.

Gonorrhea infection, with its acute ascending infection which damages the female reproductive tract of infected women, appears well under control. We are documenting a 7-9% decrease each year throughout the decade, and in 1986 we dropped beneath 1,000 reported cases. Gonorrhea is commonly privately diagnosed (65%) and continuing investigative outreach is important. Our goal is to provide an interview, by program personnel, for 3 in 4 gonorrhea patients treated in the state.

Infectious Syphilis case rates fluctuate from 20 to 50 cases per year. This program component carries the highest priority due to the potential of fatal impact on the fetus and newborns born to infected mothers. Homosexual risks due to syphilis infection have increased, as recent case histories show an increased likelihood of an early, acute neurosyphilis in patients co-infected with HIV. This mandates a more aggressive HIV Ab testing stance for patients infected with syphilis. Curative therapy for neurosyphilis requires daily administration and constitutes both a logistic difficulty as well as concerns over potential increased medication cost. All cases of infectious syphilis and their contacts are aggressively followed by program personnel to insure curative therapy.

Chlamydia trachomatis infection, due to new testing procedures, became a more easily diagnosed entity in 1986. The complication of advanced infection again involves the female reproductive tract, especially of younger women, and leads to an indolent tubal infection which can result in infertility. In males, chlamydia often appears as clinically diagnosed and treated non-specific urethritis. In order to gauge the extent of infection in Maine, the STD Control Program in 1986 instituted a six month screening program for women 25 years of age and under.

The results were dramatic: 13.8% were found positive, and among these, four of five had no symptoms. Chlamydia incidence, with the increased visibility resulting from easier diagnosis, has become the leading STD in Maine. Program efforts now are directed to enlarging followup protocols to include documentation, of not only patient diagnosis and treatment, but also of interview/contact referral.

HIV Infection (AIDS) has dramatically impacted STD Control. Public counseling and testing services for at-risk people has been based primarily in the STD Clinics network. In 1987 to date, public sector testing has produced 30% of the patients found positive in the Public Health Laboratory testing program. Counseling and testing of persons at higher risk is regarded as the most effective way to deliver the risk-reducing message which results in meaningful behavior change. Behavior change among infected patients and those at higher risk of infection is thought to be the best way to slow the spread of HIV infection. As described in the above reactor program component, the STD Control staff stand ready to respond to private physician requests for help for his patient or exposed contacts. In a more general sense, the STD Control Program operates in full concert with The Office on AIDS. Responsibilities are often shared.

AIDS Program. The first case of AIDS in Maine was reported in December of 1984. By the end of 1985, there were 11 cases and at the end of 1986 we had 32 cases. By the end of June, 1987, we had 53 cases reported. The virus has affected every age group including infants, preschool, young children and teenagers, with the majority being between 20 and 40 years of age.

Legislation in April of 1986 created an AIDS advisory committee to advise the Department of Human Services. The Committee is composed of individuals representing concerned organizations from the medical, governmental, public and private communities.

The Program has, as one of its primary goals, set out to provide a comprehensive public education campaign to increase awareness and decrease fears associated with this disease. This is accomplished partially by an AIDS Hot Line, established with the cooperation of the AIDS Project. Pamphlets and written material are available through the Office as well.

Another of the programs major goals was to determine the prevalence of the HIV infection in Maine. We now have six counseling and testing sites that provide individual anonymous counseling and HIV antibody testing. The sites are located in Biddeford, two in Portland, Lewiston, Bangor and Ellsworth. The counseling and testing portion of the program provides us with an opportunity to interact one on one with those who perceive themselves to be at risk. Since the beginning of the counseling and testing, there have been 6,374 specimens tested.

Education and technical assistance for medical providers, hospitals, industry, and church groups has also played a major part in the Program's agenda for this year.

Continued monitoring of the spread of the disease, continuation of public education activities, and the development of guidelines for dealing with this problem as it affects individuals and our population is the major work agenda for the coming year.

Immunization Program. Eight acute communicable diseases of childhood were addressed by the Program in FY 1987: diphtheria, measles, mumps, poliomyelitis, pertussis or whooping cough, rubella, tetanus or lockjaw, and haemophilus influenzae b.

In FY 87, the program staff was instrumental in promoting the delivery of immunization services by public and private community health agencies, private physicians, and in the school setting. Measles, mumps and rubella (MMR) vaccine, and beginning in January of 1987, DTP vaccine, were supplied free of charge to the private medical community. In addition, a full gamut of vaccines designed to protect against the vaccine preventable diseases of childhood was provided to public agencies; supplied pertinent information to participating agencies state-wide, offered consultative and logistical support in the area of immunizable disease control, and provided to the medical sector timely literature dealing with immunizable diseases.

Program staff were involved with two new initiatives dealing with the immunization of post-secondary school students and employees of Maine hospitals. Technical and logistic support were provided as necessary.

Five major types of services were rendered by the program in FY 87: epidemiology services (case reporting, case investigation, surveillance, health surveys); recruitment services (activities designed to increase the number of children immunized); Information and Educational (I&E to general public and health professionals), immunization services and assessment.

The population served by the program in FY 87 was approximately 400,000 persons.

During FY 88, the program staff expects to accomplish the following: 1) assure that 100 percent of all Maine schools respond to the school enterers survey and that 100 percent of day care facilities respond to a survey of day care enrollees; and to revalidate on a sample basis the self reported results; 2) assure that 100% of hospital employees at high risk of contracting and spreading measles and rubella are adequately protected; 3) maintain a multi-faceted disease surveillance system capable of identifying and reporting the occurrence of immunizable diseases within 3 days of the identification of a suspected case; respond within 24 hours to suspected polio, diphtheria and measles cases, and initiate containment procedures; 4) maintain an information/educational approach designed to educate the general public regarding the need for immunization and to inform the medical professionals regarding recommended immunization practices; 5) assure that community-based volunteers are available to increase community participation and interest in immunization; 6) to maintain an adverse reaction surveillance program to monitor and investigate untoward reactions following receipt of vaccine; 7) work with colleges and universities towards insuring adequate protection for their students against the vaccine preventable diseases; and 8) to insure that a tracking system designed to maintain immunization recipients on schedule is developed and offered to medical providers.

Migrant Farm Worker's Health Clinic, Cherryfield, Maine. The Division of Disease Control took the responsibility to establish a health clinic to serve the migrant farm worker population and their families in the summer of 1986. The health clinic was located in the Rakers Center in the town of Cherryfield in Washington County. Funds for the clinic were obtained through a federal grant to New England Farm Workers Council, Inc., in Springfield, Massachusetts, which subcontracted with the Bureau of Health to carry out the programmatic activities. The Rakers Center provided food-assistance, legal assistance and direct assistance through cooperative efforts by Pine Tree Legal Assistance, Inc., Washington-Hancock Community Agency, and the Maine Department of Human Services (DHS). The Rakers Center was in operation from July 27 through August 21, 1986. The health clinic was open for the same period and kept the same hours as the rest of the center, 8:00 a.m. to 5:00 p.m., Monday through Friday. The Division of Disease Control carried the overall responsibility for organizing and operating the health clinic with the assistance of the Maine-Dartmouth Family Practice Residency Program, as well as the responsibility for coordinating all the directly related activities.

A total of 245 patients were seen at the clinic. The 245 patients seen at the clinic presented a total of 279 conditions representing a total of 267 visits. On 117 occasions, the patient presented only 1 condition at the visit. Twenty-two conditions required more than 1 visit to the clinic for treatment and follow-up. On 7 occasions, the patient had to be referred to a more specialized treatment facility.

PUBLICATIONS:

1. Rules for Control of Communicable Diseases.
2. Reportable Diseases Reference Guide
3. EPI-Gram
4. Criteria for Reporting Occupational Diseases
5. State of Maine 1985 Cancer Registry Annual Report
6. Petroleum Contamination of Maine's Drinking Water Wells
7. AIDS Resource material
8. Immunization certificate

All of above are free

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

BUREAU OF MAINE'S ELDERLY

CHRISTINE GIANOPOULOS, ACTING DIRECTOR

Central Office: Augusta Plaza, Augusta *Telephone:* 289-2561
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 149; *Citation:* 22 M.R.S.A., Sect. 5105
Average Count—All Positions: 23 *Legislative Count:* 11

PURPOSE: This agency is designed to assist the older citizens of the State of Maine to secure full and equal opportunity, to maintain dignity, independence and authority in planning and managing their own lives through provision of a full range of essential programs and policies for and with older people.

The Bureau of Maine's Elderly, with the advice of the Maine Committee on Aging and subject to the direction of the Commissioner of the Department of Human Services, is authorized to establish the overall planning policy objectives and priorities for all functions and activities relating to Maine's elderly which are conducted or supported in the State. The Bureau encourages and assists development of coordinated use of existing and new resources and services relating to older people; maintains an up-to-date information system; prepares, publishes and disseminates educational materials related to older people; maintains lists of the types and quantity of facilities, programs and services operated under public or private auspices for older people and conducts evaluation of the impact, quality and value of such facilities, programs and services. The Bureau assists the Legislature and Executive Branches of State Government in coordination of all government efforts relating to older people. It prepares and administers a comprehensive State Plan relating to older people and administers such plans or programs as are required by the 1973 Act of Maine's Elderly, the Priority Social Services Act of 1973, the United States Older Americans Act of 1965, and the Home Based Care Act of 1981 as related to older people. The Bureau has responsibility to plan and advocate for necessary or desirable programs for older individuals or groups of individuals; to help communities mobilize their resources to benefit older people; to seek and receive funds from the Federal Government and private sources to further its activities; and to enter into agreements necessary or incidental to the performance of its duties. The Bureau prepares, adopts, amends, rescinds and administers policies, procedures, rules and regulations. It implements as an integral part of programs, an educational program and fosters, develops, organizes or conducts training programs for persons in the field of serving older people. It convenes and conducts conferences concerned with the development and coordination of programs for older people, including co-sponsorship with the Maine Committee on Aging of the annual Blaine House Conference on Aging.

ORGANIZATION: The Bureau of Maine's Elderly originated in 1966 as the Services for Aging office in the Division of Family Services, Bureau of Social Welfare within the Department of Health and Welfare. In 1973 the office was established by statute as a separate and distinct organizational unit of the Department, under the name of Office of Maine's Elderly. It was renamed Bureau of Maine's Elderly in amended legislation of that year. It is currently one of six bureaus in the State Department of Human Services. The Bureau operates from a central office in Augusta and through five private non-profit area agencies on aging across the state, designated under federal and state law to receive and administer funds for programs for the aging.

PROGRAM: The Bureau's program is focused on assisting persons age 60 and over to maintain independent and productive lives. To do so, it funds, monitors and evaluates a range of social services. The Bureau administered in FY 87 a budget totalling over $11 million dollars of state and federal funds, most of which were granted to Area Agencies on Aging (AAA), using a formula based on number of elderly in an area. The AAA's, each run by an elected Board of Directors who are themselves older citizens, determine within the range of federal and state regulations, which services to plan and advocate in their local areas.

During FY 87 the Bureau, through the AAA's, supported a wide range of comprehensive social services including transportation, health and outreach, home health care, legal services, health screening, homemakers and home repair services. In addition slightly over 1 million hot meals were served in 81 nutrition sites and through home delivered programs across the State. The Bureau sponsored 72 low income elderly persons as Foster Grandparents to serve disabled, handicapped and hospitalized children in 22 sites around the state. Ninety-two older workers served local agencies through the Senior Community Service Employment Program. Over 80 older persons were enrolled in the Job Training Partnership Act program. Both employment programs have eligibility requirements and are open to people aged 55 and over.

In FY 87 the Bureau continued to work closely with AAAs to develop a variety of resources to meet the needs of the over 1500 clients who were helped to remain at home through the Home Based Care Program, and another 800 persons who received care management to arrange in-home services. The Medicaid Waiver for In-Home and Community Services is in its second year; the project brought in $3 million this year. In FY 87 it served 900 persons who would otherwise be in nursing homes. The Bureau increased its technical assistance to and monitoring of quality of in-home services. It also provided financial support to 16 congregate housing services program for approximately 190 congregate housing residents. The Bureau also worked on legislation, along with the Bureaus of Insurance and Medical Services and the Maine Committee on Aging, to provide regulations for continuing care retirement communities and protect consumers' rights. The Bureau prepared the legislation that will provide for the certification of adult day care programs, to insure minimum health and safety standards for these services.

Through a sub-contract to the Maine Committee on Aging, the Bureau supported the Long Term Care Ombudsman Program which last year investigated over 580 complaints on behalf of nursing home residents and advocated for extensive policy reform in long term care.

The Bureau of Maine's Elderly and Maine Committee on Aging co-sponsored the Blaine House Conference on Aging which identified issues of concern to Maine's older people which were successfully addressed by the second regular session of the 112th Legislature.

The Bureau participated in a federally funded grant to increase public awareness of how much of the care given to frail and impaired older people is given by families, friends and neighbors, and to provide public recognition and support for that care. A special proclamation was issued by the Governor, as part of the Older Americans Act activities in May. A mass mailing of three caregiver related brochures was also done, to assist family caregivers in their efforts and inform them of where they can learn about the many in-home services available to them.

The Bureau co-sponsored the Maine Health Care Decisions Project, a statewide conference entitled "Many Shades of Gray, Moral and Legal Issues in Treatment Decisions." The conference brought together a wide range of professionals and careproviders to discuss the rights of chronically and terminally ill patients to refuse treatment, as well as procedures regarding patients unable to make or convey decisions for themselves.

The Bureau of Maine's Elderly sponsored continuing legal education seminars dealing with legal options for impaired older people and age discrimination in employment. Legal Matters for Older Mainers, programs organized in conjunction with the Maine Bar Association, were held in Bangor and Lewiston, and dealt with a variety of legal issues of concern to older people.

The first statewide conference on aging, mental retardation and developmental disabilities issues was organized by the Bureau and the Bureau of Mental Retardation, with the goal of building collaboration between both systems.

LICENSES, PERMITS, ETC.:

Voluntary Certification of Congregate Housing Services Programs

PUBLICATIONS: All are free and available at the Bureau of Maine's Elderly.

A Consumer's Guide to Home Equity Conversion
A Statistical Report on Home Based Care for 1985 and 1986
Directory of Senior Community Service Employment in Maine
Profile of Maine's Population Aged 65 and Over
Resource Directory for Maine's Older Citizens (Revised 7/87)
State of Maine Senior Citizen Groups
The B.M.E. Newsletter—Bi-monthly
You and Your "PCA" (Personal Care Assistant)
Caregiver Support Brochures:
  "Who Is A Caregiver"
  "You and Your Family"

"Taking Care of Yourself"
Living Will Declarations in Maine
Durable Powers of Attorney for Health Care (available 8/1/87)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINE'S ELDERLY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	467,643	136,901			330,742	
Health Benefits	24,139	8,138			16,001	
Retirement	81,089	24,516			56,573	
Other Fringe Benefits	1,798	706			1,092	
Computer Services—State	19				19	
Other Contractual Service	91,097	36,199			54,898	
Rents	39,812	38,704			1,108	
Commodities	3,453	1,160			2,293	
Grants—Subsidies—Pensions	6,045,533	1,306,721	18,975		4,719,837	
Equipment	2,248	1,298			950	
Transfers to Other Funds	6,835				6,835	
TOTAL EXPENDITURES	6,763,666	1,554,343	18,975		5,190,348	

OFFICE OF EMERGENCY MEDICAL SERVICES

KEVIN McGINNIS, DIRECTOR
MARSHALL CHAMBERLIN, M.D., MEDICAL DIRECTOR

Central Office: 295 Water St., Augusta *Telephone:* 289-3953
Mail Address: 295 Water Street, Augusta, Maine 04330

Established: 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 157; *Citation:* 32 M.R.S.A., Sect. 84

Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: Almost all medical emergencies are produced by 8 diseases: heart conditions, trauma, poisoning, spinal and head injuries, high risk births, burns and behavioral emergencies, and a very few medical conditions. The Office of Emergency Medical Services serves as the administrative arm of the State Board of EMS, and both have as their purpose to insure that medical emergencies are promptly recognized, effectively treated in the field, and safely transported to competent definitive care in the hospital.

ORGANIZATION: The Office staffs and reports to the State Board of Emergency Medical Services. A new Director was hired and most EMS licensure and other day to day responsibilities were delegated by the Board to the Office. Besides staffing the Board and its committees, which meet monthly, the Office completely revised the EMS licensure system to make it more responsive to provider needs, overhauled its office management practices to make the new staff management and other Board responsibilities possible, and revised its staffing completely. Office staff have regularly attended meetings of all 6 regional EMS councils, county and regional ambulance and rescue associations, and other groups to better maintain lines of communication. Office staff are gearing up for major EMS system changes in the next two years which include improved uniformity in the training, testing, and medical protocols used in the state, and simplification of licensing rules and practices. An ambitious work plan is being developed with the Board for the next two years.

PROGRAM: There is a total of 221 services in the State of Maine. Of these, 189 are ambulance services and 32 are first responder rescue services. Of the 221 services in the State, 45 provide advance life support at the Critical Care-Paramedic levels, 114 provide Intermediate-Advance Life Support, and 62 provide Basic Life Support services. There are some 3,200 individuals licensed as emergency medical service providers in the State. The Office is responsible for the licensure and coordination of these services.

LICENSES, PERMITS, ETC.

Ambulance service and vehicle licenses.

Ambulance Apprentice, Ambulance Attendant, Emergency Medical Technician, Emergency Medical Technician Advanced for EOA, Intermediate, Critical Care and Paramedic licensure.

PUBLICATIONS:

Annual Report, free
Directory of Ambulance Services, free
Laws and Regulations affecting EMS, free
Newsletter, free
Incidental Reports on Studies of Emergency Care, free

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF EMERGENCY MEDICAL SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	81,449				81,449	
Health Benefits	4,543				4,543	
Retirement	15,480				15,480	
Other Fringe Benefits	699				699	
Computer Services—State	5,796				5,796	
Other Contractual Service	110,010				110,010	
Rents	11,599				11,599	
Commodities	427				427	
Grants—Subsidies—Pensions	360,000	210,000			150,000	
Transfers to Other Funds	1,148				1,148	
TOTAL EXPENDITURES	591,151	210,000			381,151	

EMERGENCY MEDICAL SERVICES BOARD

LYNNE GAGNON, R.N., CEN, CHAIRMAN

Central Office: 295 Water Street *Telephone:* 289-3953
Mail Address: Augusta, Maine 04330
Established: 1982 *Sunset Review Required by:* 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 163; *Citation:* 32 M.R.S.A., Sect. 88
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Emergency Medical Services Board, as defined by Chapter 2-B of 32 MRSA, is the central agency responsible for insuring an effective statewide emergency medical services system. Pursuant to the legislative intent, the Board recognizes and accepts its role as a separate, distinct administrative unit of the Department of Human Services. The Board assigns responsibility for carrying out the purposes of Chapter 2-B, 32 MRSA, to the Office of Emergency Medical Services within the Department of Human Services.

The Board further recognizes its responsibility to work cooperatively with the Department of Human Services and all other parties interested in the emergency medical services system, and accepts its role as the authority accountable to the Citizens of the State of Maine.

ORGANIZATION: The Board has 13 members. Six represent regions of the State, the others represent for-profit ambulance services, not-for-profit ambulances, first response services, nurses, the public, and an attorney. The Board meets at least quarterly by law: its practice is to meet monthly, on the first Wednesday of the month at 9:30 a.m. in Augusta. The Board elects its Chairperson.

PROGRAM: The Board developed a work plan and budget proposal consistent with its new role and with the responsibilities recently assigned by the Audit and Program Review Committee. Following rejection of that budget the Board has begun to develop a limited two year work plan. The Board has also begun an effort to revise and streamline its rules to make them easier to understand and administer. The Board's licensure responsibilities have been delegated to the Office which has overhauled the computer licensure system, previously used to make it more responsive to the needs of EMS service chiefs and other providers.

The Board has initiated committees to establish more uniform systems of EMS training and testing, and to coordinate medical care protocols. These committees include non-Board members with special expertise, including unprecedented physician participation, and have met monthly to carry out their assignments.

LICENSES, PERMITS, ETC.:

Ambulance service and vehicle licenses.

Ambulance Apprentice, Ambulance Attendant, Emergency Medical Technician, Emergency Medical Technician Advanced for EOA, Intermediate, Critical Care and Paramedic licensure.

PUBLICATIONS:

Annual Report, free
Directory of Ambulance Services, free
Laws and Regulations affecting EMS, free
Newsletter, free
Incidental Reports on Studies of Emergency Care, free

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

ENVIRONMENTAL HEALTH ADVISORY COMMITTEE

GREGORY BOGDAN, DR., DIRECTOR

Central Office: *Telephone:*
Mail Address:

Established: 1981

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 339; *Citation:* 22 M.R.S.A., Sect. 1693

PROGRAM:

Environmental Health Unit. The establishment of an Environmental Health Unit within the Department of Human Services, Bureau of Health, Division of Disease Control, by the 1981 State Legislature created a resource group for conducting evaluations of the risk associated with potentially hazardous environmental exposures. Section 1963 of the enabling legislation provides that the Commissioner of the Department of Human Services appoint representatives of the public and private sector to serve as an advisory committee for the program. The committee's purpose is to make recommendations to the commissioner concerning the steps that should be taken for a healthful environment. It is composed of individuals with training and experience in environmental medicine, epidemiology, toxicology, human genetics, biomedical research, and related fields. During FY 87, this committee has evaluated the issue of the safety of using ALAR as a growth regulator for apples, the problem of asbestos and other potentially hazardous materials in state and local governmental buildings, the appropriate way of disposing of paper mill and sewage treatment plant sludge which may contain trace levels of dioxin, the potential health impact of use of agricultural pesticides, providing professional training to health care providers on environmental health related topics, and the development of a generic health risk assessment protocol that can be used by state agencies.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF EYE CARE

HAROLD LEWIS, DIRECTOR

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-3484
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1941 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 150; *Citation:* 22 M.R.S.A., Sect. 3500
Average Count—All Positions: 28 *Legislative Count:* 29

PURPOSE: The Division of Eye Care was established to provide a program of services to blind citizens of Maine, including the prevention of blindness; the location and registration of blind persons; the provision of special education services to blind and visually-impaired children from birth to age 21; as well as vocational guidance and training, including instruction of the adult in their home. Other programs include the placement of blind persons in employment, including installation in any public building of a vending facility to be operated by a blind person licensed by the Division; the provision of assistance to the blind in marketing the products of home industries; and the provision of other social services to the blind.

ORGANIZATION: The Division of Eye Care was established administratively in 1941 as the Division of the Blind in the Department of Health and Welfare, assuming responsibilities formerly assigned to other service units of the Department and of the Department of Education, and later designated the Division of Eye Care and Special Services. The Division received its present name and was transferred to the Department's Bureau of Rehabilitation in a departmental reorganization of 1970. In 1971 and 1972 respectively, functions involving Library Services to the Blind and Physically Handicapped and Medical Eye Care and Refractive Services, were transferred to the Maine State Library and the Bureau of Medical Care. In 1973, legislation established the Division as a statutory unit of the Department of Health and Welfare, but for administrative purposes, it remains within the Bureau of Rehabilitation. In 1983 legislation designated the Division as the agency responsible for the provision of special education services to blind and visually-impaired children from birth to age 21.

PROGRAM: The program has the following areas of focus:

Register of Blindness. Maine Law necessitates the Division of Eye Care to register blind persons for the purpose of evaluating their need for service. There are presently over 3,000 severely visually-impaired persons on the Register with approximately 270 new names added each year.

Prevention of Blindness. The Division of Eye Care has supported the creation of a new private non-profit agency, Maine's Prevention of Blindness Program, Inc. This public-private cooperative effort has as its goal the reduction of the incidence of blindness through public education, visual screening of high risk population and the coordination of existing services.

Education of Blind Children. The Division of Eye Care, in 1983, was designated as the agency responsible for the provision of those specialized services needed by blind children ages 0-21 (braille instruction, mobility, visual aids, special educational aids and appliances, itinerant teachers' services, etc.) so that they may receive an appropriate education.

During this reporting period, the Division provided special education services to over 400 blind and severely visually-impaired school children in Maine. All but approximately 15 of these children were served in Maine's local public schools.

These legislatively mandated services are provided in close cooperation with local education agencies and the Maine Department of Educational and Cultural Services. Services are specified in the individual education plan of each visually-impaired and blind student.

Vocational Rehabilitation. The purpose of the Vocational Rehabilitation Program is to assist blind persons to be retained or to enter gainful employment.

During this reporting period, over 600 blind and severely visually-impaired men and women received services under this program, of which over 90 were placed into gainful employment.

Vending Stand Program. (Randolph Sheppard Act) In order to enhance the economic opportunities of blind persons, both state and federal statutes grant to the Division of Eye Care the authority to install in municipal, state or federal buildings, vending facilities or snack bars to be operated by licensed blind persons.

To carry out this activity the Division, to date, has established thirteen vending facilities throughout the state, including a new location at the Lewiston State Government Center on Main Street, the proceeds of which will go to enhance the economic opportunities of the blind citizens of Maine.

Other Services. The Division of Eye Care, in close cooperation with the Maine Center for the Blind, Portland maintains a program of rehabilitation and social services for the older blind of Maine, for the purpose of assisting them to maintain their own homes rather than their being placed in institutional or nursing home settings.

The Division will not only continue to use its own resources to enhance services for the blind in Maine, but will also increase its efforts in working with the private sector, e.g., Maine Sight (Lion's), citizen task forces, use of volunteers in order to strengthen existing service programs.

One of the major goals of the Division of Eye Care this coming year is to work cooperatively with the private sector as well as the Department of Educational and Cultural Services and local school districts in carrying out its legislative mandate to work with blind children ages 0-21 so that they may receive an appropriate education. Another goal is to work cooperatively with Maine Department of Transportation in installing vending machines on Maine's Interstate, statewide, in order to enhance the economic opportunities of people who are blind.

LICENSES, PERMITS, ETC.

Certifying agency for legal blindness relative to exemption of Real Estate Tax based on Blindness. (See 36 MRSA Sect. 656.)

State Licensing Agency for operators of vending facilities under the Randolph-Sheppard Act as amended by P.L. 93-516.

PUBLICATIONS:

1. Maine and Federal Laws Pertaining to the Blind—free
2. Special Services for the Blind and Visually Handicapped (Division of Eye Care)—free
3. Directory of Services for the Blind and Visually Impaired—free

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF EYE CARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	635,497	271,373			364,124	
Health Benefits	35,525	14,226			21,299	
Retirement	107,890	46,048			61,842	
Other Fringe Benefits	2,398	1,000			1,398	
Computer Services—State	13,158	13,158				
Other Contractual Service	155,436	60,061	6,079		89,296	
Rents	54,026	29,505			24,521	
Commodities	9,151	2,096	418		6,637	
Grants—Subsidies—Pensions	1,211,083	661,754			549,329	
Buildings and Improvement	812				812	
Equipment	52,814	27,180			25,634	
Transfers to Other Funds	8,745		95		8,650	
TOTAL EXPENDITURES	2,286,535	1,126,401	6,592		1,153,542	

BUREAU OF HEALTH

PHILIP W. HAINES, DR. P.H., ACTING DIRECTOR
WILLIAM M. SHOOK, ASSISTANT DIRECTOR

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3201
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1835 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144A; *Citation:* 22 M.R.S.A., Sect. 251
Average Count—All Positions: 200 *Legislative Count:* 235
Organizational Units:

- Central Administration
- Division of Disease Control
- Division of Maternal and Child Health
- Division of Health Engineering
- Division of Public Health Laboratories
- Division of Public Health Nursing
- Board of Certification of Water Treatment Plant Operators
- Division of Health Promotion and Education
- Office of Dental Health

PURPOSE: The purpose of the Bureau of Health is to preserve, protect and promote the health and well-being of the population through the organization and delivery of services designed to reduce the risk of disease by: (1) modifying physiological and behavioral characteristics of population groups (''hosts'' of disease); and (2) controlling environmental hazards to human health (''agents'' of disease).

ORGANIZATION: The first State sponsored public health activities were delegated to the State Board of Health in 1885.

In 1917, the Board was redesignated Department of Health, administered by a Commissioner of Health and a Public Health Council. A major reorganization in 1931 abolished the Public Health Council and located the Department of Health as the Bureau of Health within the newly-created Department of Health and Welfare, which became the Department of Human Services in 1975. Although the Bureau of Health is established by Statute, its internal structure and functions are subject to definition by the Commissioner of Human Services.

The Bureau of Health has conducted disease control and health engineering programs and has offered public health laboratory and public health nursing services since the early part of the century. The Bureau's Division of Maternal and Child Health was created in the early 1930's as a result of the passage of Title V of the Social Security Act, Grants to States for Maternal and Child Welfare.

In the 1960's and 1970's a number of programs such as emergency medical services, genetic disease prevention, hypertension and diabetes control were organized within the Bureau of Health as a result of federal initiatives and with concomitant federal funding. The Department's hospital regulation and assistance activities, and its medical assistance program, were a part of the Bureau of Health until 1977, when they were moved to the newly organized Bureau of Medical Services. A unit administering the Hill-Burton funds for hospital construction, the comprehensive health planning program, the cooperative health statistics, and the health manpower data systems, formerly housed in the Bureau of Health, became a part of the newly established Office of Health Planning and Development in 1976. In 1986, the Office of Emergency Medical Services became a separate administrative unit within the Department of Human Services.

PROGRAM: The programs of the Bureau are carried out within the various divisions and offices listed under the organizational units section. Their individual reports detail the specific activities through which the Bureau promotes the public's health.

The Bureau has spent over a year developing the Bureau of Health Plan, which details the goals and objectives of the Bureau in the areas of family planning, sexually transmitted diseases, immunization, infectious diseases surveillance and control, oral diseases, pregnancy, infant and child health, exercise and physical fitness, nutrition, injury prevention and control, control of stress and violent behavior, tobacco use, chronic diseases, and environmental health and sanitation. The plan includes objectives targeted for 1990 and priorities for Bureau programs.

A team approach has been instituted for certain key goals in the Plan—specifically, AIDS and Cancer Prevention and Control. For other goals, primary responsibility lies within the appropriate Division, with participation by related Divisions.

Central Administration. The Director of the Bureau functions as the State's Health Officer, its chief medical official. In addition to overseeing the Bureau's programs, he is instrumental in furthering cooperative relationships with the medical and public health communities in the State and in the Nation. The Director represents the Bureau of Health's interests through active participation in the work of numerous State boards, committees, and organizations. At the national level, he represents Maine through membership in the Association of State and Territorial Health Officials.

PUBLICATIONS:

Bureau of Health Plan
Information Packet for New Physicians

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,350,094	2,400,188	786,680		1,163,226	
Health Benefits	227,323	119,333	41,808		66,182	
Retirement	751,255	421,156	132,826		197,273	
Other Fringe Benefits	21,887	13,603	3,239		5,045	
Computer Services—State	110,756	45,700	4,652		60,404	
Other Contractual Service	1,426,595	460,724	199,042		766,829	
Rents	178,330	94,934	2,471		80,925	
Commodities	416,767	257,661	113,032		46,074	
Grants—Subsidies—Pensions	9,899,025	1,175,001	5,462		8,718,562	
Equipment	127,124	21,092	90,956		15,076	
Interest—Debt Retirement	247		4		243	
Transfers to Other Funds	60,845		21,881		38,964	
TOTAL EXPENDITURES	17,570,248	5,009,392	1,402,053		11,158,803	

DIVISION OF HEALTH ENGINEERING

DONALD C. HOXIE, DIRECTOR

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #10, Augusta, Maine 04333
Established: 1936 *Sunset Review Required by:* 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144E; *Citation:* 22 M.R.S.A., Sect. 2491
Average Count—All Positions: 37 *Legislative Count:* 9

PURPOSE: The Division of Health Engineering serves the entire state resident and visitor population through the four major programs which are reported in the Program.

ORGANIZATION: The Division of Sanitary Engineering was formed previous to 1942 to administer the state plumbing code, investigate water related problems and complaints posed to the Bureau of Health. The name was changed to Division of Health Engineering in 1972.

PROGRAM: The Division of Health Engineering serves the entire state resident and visitor population through the following five major programs.

Community Environmental Health Program. The population living in Maine communities is exposed to a variety of health hazards from biological, chemical and physical agents.

The Community Environmental Health Program has a long history of surveillance of food and lodging services provided by Maine's recreational industry. Over the years, the Legislature has directed the Division to license an ever-increasing number of related establishments, such as school lunch programs, vending machines, boys and girls camps, etc. More recently, enabling Legislation related to monitoring air quality from SCUBA compressors. General sanitation complaints received by the Division are directed to this program for investigation. Other areas of program interest include consumer products safety.

With approximately 8,000 establishments licensed and inspected by the Eating and Lodging Program (of which 6,000 are eating establishments), the rates of eating establishment inspections for each full time sanitarian in the program is approximately 1721 inspections per year; or about 35 inspections per week/per inspector, based on a 50 week work year, and not including travel time. The State of Maine has been divided into five (5) districts, in which workloads have been evenly distributed based on population density and geography. Between 30 and 40% of the State's establishments are not being inspected despite the fact that the inspectors are dedicating over 40 hours of work each week. During each inspection, the sanitarian endeavors to attain compliance through public health education.

The inspection goal for seasonal establishments is once annually. With about 2,300 seasonal eating and lodging establishments and only five full time sanitarians, the program has hired sanitarians for a ten week period. Since many of the seasonal establishments operate only two to three months a year, timely inspection is not always possible. When violations are encountered, correction of deficiencies is difficult to enforce since the establishment operates for such a short period of time. The State is now taking a position that if serious deficiencies are repeated, a license will not be renewed for the following season, unless such violations are corrected.

Other eating establishments, that have been in serious violation for lengthy periods have been brought to Administrative Court for a hearing.

Complaints are investigated by sanitarians on a priority basis when the complainant can be identified and/or justifiable. Complaints may be registered with the Eating and Lodging Program in person, by telephone or via the mail. A brief description of each complaint is reviewed and then assigned to the sanitarian covering that particular area that the complaint was registered. The Division receives between one and five complaints per day on a seasonal average.

Drinking Water Program. Inadequate water supply systems can and do result in potential health related problems. Such systems can subject the population to biological, chemical, and physical hazards.

The Drinking Water Program provides surveillance of water quality and renders technical assistance to Maine public water utilities. In 1976, the Department accepted primacy for regulating community and non-community water supplies, as defined in the Federal Safe Drinking Water

Act of 1974. The 1986 Safe Drinking Water Act Amendments requires more water testing and a total of 83 contaminants. Rules were adopted for the first time in 1977 and amended in 1983, and more frequent sampling of many additional water supplies is now required. The program's focus is primarily on water served to the general public for consumption. A secondary role is the interpretation of water analyses for the private sector.

In the public sector, the Drinking Water Program staff monitors the water quality of approximately 400 community supplies which serve residential users, and approximately 2,500 non-community supplies which serve transient populations throughout the year. The program staff also monitors permitted cross-connections between industrial accounts and public water supplies, bottled water installations, fluoridation of school and public water supplies, and enforces the certification requirements as promulgated by the Board of Licensure of Water Treatment Plant Operators. Education of these operators is a major function of this program.

In FY 87, the program staff accomplished the following major operating objectives: (1) conducted 143 sanitary surveys with about 50 enforcement orders; (2) conducted tests for 387 new water treatment plant operators; (3) provided notice for filtration requirements; (4) published two issues of "Maine Safe Water"; (5) programmed the input function of a database system for determining compliance with water quality standards; (6) provided guidance for establishment of a laboratory computer system; (7) inspected 35 laboratories for certification compliance; (8) provided 10 training seminars for water treatment plant operators; (9) provided engineering and technical assistance to 19 community water supplies; (10) monitored all water supplies known to be eligible for complying with the Safe Drinking Water Act; (11) reported analysis results to people across the state; (12) provided technical assistance to both the private and public sector in reference to drinking water problems; and, (13) monitored all public water supplies for compliance with the Safe Drinking Water Act.

A full complement of professional staff was hired to better address private water concerns and implemented rules relating to testing of private water supplies for potentially hazardous contaminants. Conducted fecal coliform tests on all surface water supplies for evaluation of filtration rule exceptions. Initial testing fees may be waived for those who are food stamp qualified. Inplementation of a data processing procedure has enabled significant improvement in retrieval of information and interpretation of results for private water analysis performed at the Public Health Lab. The lab will be computerized in 1988.

Radiological Health Program. The program is divided into 3 major areas; a brief description follows.

1. Environmental Surveillance: Within a 25-mile radius of the Maine Yankee Nuclear Power Facility in Wiscasset, 9 stations are monitored monthly for ambient gamma radiation, and an additional 52 stations are monitored quarterly, also for background gamma radiation.

   In addition to the air sampling, 3 milk samples, 42 seaweed samples, and 44 water samples are analyzed quarterly for specific radionuclides.

   Environmental monitoring also occurs in York County to determine the background radiation due to the presense of Portsmouth Naval Shipyard. Fifteen stations monitor gamma radiation within a 30-mile semi-circle in the State of Maine.

   In addition to the air sampling 2 seaweed samples and 3 water samples are analyzed quarterly.
2. X-ray registration: Rules Relating to Radiation Protection require the annual registration and periodic inspection of all x-ray facilities and machines. A total of 1462 x-ray tubes were registered totalling $21,442 for calendar year 1986.
3. Emergency Response: The Radiation Control Program is prepared to react to radiation emergencies such as could occur at a nuclear power facility, or any holder of radioactive materials (hospitals, institutions, industry). Meetings were held through the year with the Radiologic Emergency Preparedness Committee to discuss the Maine Yankee Alert Exercise, and to discuss community response needs.
4. Radiologic Technology Board: The board was transferred to the Department of Professional and Financial Regulation on July 1, 1986. Their new address is State House Station #35, Augusta, 04330.

The primary objectives of FY 1988 are to update the x-ray machines facility data base, conduct 100 x-ray machine inspections, establish an agreement between the U.S. Nuclear Regulatory Commission to assume the enforcement actions for materials license holders, and to enforce the Rules Relating to Radiation Protection.

Wastewater and Plumbing Control Program. Improperly installed plumbing and subsurface wastewater disposal systems can subject man to many biological, chemical and physical health hazards.

The Wastewater and Plumbing Control Program dates back to 1933 with the adoption of the first plumbing code for interior plumbing. Septic tanks, cesspools, and direct discharges were first addressed in the Maine Plumbing Code in 1941. Today, under legislation adopted in 1973, the program assists each town in Maine to administer a municipal plumbing control program by providing technical assistance and record-keeping services. All municipal plumbing inspectors are examined and certified under program auspices. The program staff also examines and licenses professionals who design subsurface wastewater disposal systems. In cooperation with the Plumbers' Examining Board and municipal plumbing inspectors, the staff is responsible for assuring that all plumbing and subsurface wastewater disposal systems installed in Maine do not create a public health, safety, or environmental hazard.

In FY 87, the program staff accomplished the following objectives:

1. Increased the level of plumbing and wastewater rules interpretation and support through the creation of a State Plumbing Inspector position to work directly with local officials.
2. Revised the plumbing permit tracking program to provide more efficient data entry and prompt financial reports to the municipalities.
3. Promulgated revisions to the internal and subsurface wastewater disposal rules discussed in 1985.
4. Held a public hearing on February 3, 1987 to discuss proposed rule changes.
5. Microfilmed historical files of all permits, engineering designs and documents.
6. Provided public information about the program through forums, newsletters, news media, seminary and correspondence.
7. Assisted municipalities in the enforcement of applicable rules with investigation of specific problems, preparation of court complaints or as expert court witness.
8. Provided recertification training for all local plumbing inspectors through a training program conducted statewide.
9. Certified Local Plumbing Inspectors and Code Enforcement Officials in court procedures.
10. Administered written and field examinations for candidates as Licensed Site Evaluators.
11. Investigated complaints against Site Evaluators and initiated appropriate legal action when determined necessary.

Occupational and Residential Health. The Occupational and Residential Health (O&RH) Program, established in 1985, was created to consolidate several services previously provided by the Division; particularly formaldehyde, lead based paint and radon. The program has increased the direct technical assistance plus expanded types of radiological testing and interpretation relating to radon. Additional tests are performed to determine numerous potential indoor air contaminants. This program attempts to provide a service in areas not covered by state or federal OSHA programs.

The emphasis of assistance is directed to the public. Passive methods of collecting samples are being evaluated to minimize costs plus expedite service. Several state occupied structures have been assessed for potential air contaminants and ventilation due to employee complaints.

LICENSES, PERMITS, ETC.:

Licenses:

- Eating Places
- Eating & Lodging Places
- Eating Place Mobile
- Vending Machines
- Eating Place & Vending Machines
- Catering Establishments
- Eating Place & Catering
- Vending Machine Commissary
- Lodging Place (rooms in private homes if more than 3 rooms rented)
- Motels-Hotels
- Cottages (if more than 3 cottages are rented)
- Self-contained R.V.'s only
- Trailer and Tenting

Recreational Camps
Day Camps
Boys Camps
Girls Camps
Boys and Girls Camps
School Lunch
School Lunch and Catering
Class "A" Tavern
Bed and Breakfast
Radiation—X-ray License
Water—Operator's License
Wastewater—Site Evaluator's License
Vending Machine Location
Senior Citizens Meals
Eating Place Takeout
Tattooing Parlors
Narcotic Manufacturers
Compressed Air (for self-contained breathing apparatus)
Electrology

Permit:
Mass Gatherings

Certificate:
Local Plumbing Inspector
Code Enforcement Official—Court Procedures
Site Evaluator

Registration:
Swimming Pool (public)
Hot Tubs (public)
Ioning Radiation

Approval:
Fluoridated Water Supply
Public Water Supply

PUBLICATIONS:

Copies of rules—free, except plumbing and radiation
Radon in Air and Water—free
Water Supply—free
Water Testing Guide—free

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	90,467		90,467			
Health Benefits	5,871		5,871			
Retirement	15,354		15,354			
Other Fringe Benefits	414		414			
Computer Services—State	359		359			
Other Contractual Service	28,775		28,775			
Rents	9,382		9,382			
Commodities	2,310		2,310			
Transfers to Other Funds	1,855		1,855			
TOTAL EXPENDITURES	154,787		154,787			

DIVISION OF HEALTH PROMOTION AND EDUCATION

RANDY SCHWARTZ, ACTING DIVISION DIRECTOR

Central Office: 157 Capitol St., Augusta *Telephone:* 289-5180
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* 6/30/91
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144P; *Citation:* 22 M.R.S.A., Sect. 251
Average Count—All Positions: 16 *Legislative Count:* 0

PURPOSE: The Division of Health Promotion and Education addresses those health problems and conditions in which prevention through education is a major strategy.

ORGANIZATION: The Division works closely with a wide variety of groups and organizations in carrying out its mission. School systems, hospitals, the University of Maine, health agencies and insurance companies are all involved in various aspects of the Division's work.

PROGRAM: The Division of Health Promotion and Education addresses those health problems and conditions in which prevention through education is a major strategy. Today, the leading causes of death and disability in Maine and in the United States are no longer infectious diseases with single causes (like tuberculosis or diarrhea), but man-made and degenerative diseases. These diseases do not have a single cause but are a result of combinations of risk factors. Heart disease, cancer and unintentional injuries account for nearly 75% of all premature deaths. Epidemiologic literature suggests that health is affected by: (1) behavior (social and personal lifestyle); (2) environment; (3) congenital factors (biological makeup); and (4) medical and social service systems. Behavior (social and personal lifestyle) and environment contribute largely to the multiple causes of these every day deaths and disabilities.

The term health promotion is simply defined as any combination of health education and related organizational, economic or political interventions designed to facilitate behavioral and environmental changes conducive to health. In addition to actions foused on individuals, the Division has, and continues to be involved in organizational and political initiatives to improve health. The Division continues to have lead responsibility in implementing the "Workplace Smoking Act of 1985." During the past year training has been provided to service organizations who have assisted hundreds of businesses throughout the state in implementing smoking policies and offering quit smoking classes. The Division also provided staff support to the legislatively created Employee Health Promotion Program Commission last year. During the last legislative session, the Division provided testimony and background research to support the proposed creation of the Bureau of State Employee Health, the major recommendation of the Commission. Since school health is an area in which great strides can be made in preventing illness, the Division actively participates in efforts to improve education in that setting. The Division was a major participant in planning the first Maine Coastal Wellness Conference held for teachers and school administrators this past year. In addition, the Division participates in the Maine School Health Education Coalition.

The Division works closely with a wide variety of groups and organizations in carrying out its mission. School systems, hospitals, the University of Maine, health agencies and insurance companies are all involved in various aspects of the Division's work. A brief report of the Division's major programs follows:

Community Health Promotion Program. In 1980 when the Risk Reduction Program began, its primary focus was to lower the prevalence of preventable injuries and diseases through an organized approach to reduce the significant risk factors for these problems. The program focused its efforts on the worksite setting for most of its activities. The program chose the worksite for the primary setting for a number of reasons: it was the most efficient place to reach adults; many of the agencies currently funded in the Division to conduct worksite hypertension control activities were interested in expanding to other risk factor areas; there was a growing recognition between business and labor of the need to control health care costs; employee health programs had demonstrated benefits to both employers and employees; many of the skills in community health promotion were applicable to the worksetting; and many of the specific interventions such as weight control, smoking cessation and physical fitness were equally, if not more, effective when conducted in the setting of the workplace. The risk reduction program worked directly with those organizations and were able to offer consultation to businesses in their communities. The role of the risk reduction program in this effort was to provide training and consultation to the agencies. Emphasis was placed on an organized approach to document employee and employer needs, to design quality interventions to meet those identified needs and to assess the effectiveness of each intervention.

Through these and other efforts, quality worksite health promotion resources have become available in nearly all areas of the state. The role of the Division of Health Promotion and Education and the Risk Reduction Program will be to advocate for health promotion programs and convene those organizations providing those services for professional development activities. Assistance will be limited to advocacy, funding (through the Community High Blood Pressure Program), professional education, training and maintenance of the Employee Health Forum (EHF) was developed to provide continuing education in the area of employee health.

The attention of the program has shifted to a focus on the community as the primary level of intervention where the worksite plays a major, but not the only, role. Many of the same principals in community involvement, planning, quality interventions and evaluation apply to the community based efforts as well. The Risk Reduction Program, therefore, has now been renamed to more accurately reflect the current functions of the program. The primary goal of the program is to establish a statewide network where the Division of Health Promotion and Education works in a partnership with the local communities to establish a methodology for planning, implementing and evaluating community based health promotion programs.

Currently, health promotion activities are occurring in many communities throughout Maine. However, many of these activities are carried out by various groups within a community and address specific health risk areas: smoking cessation, weight control or hypertension. These programs are rarely organized, however, into a unified, coordinated approach to address the primary problems of disease prevention and health promotion specific to that community. A process designed by the Centers for Disease Control to facilitate this organized approach to community health promotion is available and titled PATCH (Planned Approach to Community Health). In May, 1986, the State of Maine, Division of Health Promotion and Education, was selected as one of the nine states to work with CDC in the delivery of this PATCH process throughout the state.

PATCH provides a forum through which health education professionals and citizens plan, conduct and evaluate health promotion programs at the community level. Working as a team, representatives from the Bureau of Health, Division of Health Promotion and Education, local health agencies, community workers, citizens, and staff from the Centers for Disease Control form an active partnership with the intent of implementing health promotion programs designed to meet the priority health needs of a community.

In June, 1986, an orientation to the PATCH program was provided by staff from the CDC to members of the Division of Health Promotion and Education, other divisions within the Bureau of Health and key community people throughout the State of Maine. The Division and the CDC are currently working with four PATCH sites in the State of Maine, Mt. Desert Island, Greater Waterville, Baldwin-Limington-Steep Falls area, and the Waterboro-Massabesic area. The Community Health Promotion Program plans to have at least eight communities involved in the PATCH program by July 1988.

Additional Community Health Promotion Activities: In addition to the above focus on PATCH, the Community Health Promotion Program has been involved in a number of other activities among which include:

(1) **Waldo County Cooperative Extension Service.** The Community Health Promotion Program has funded the Cooperative Extension Service for health promotion program planning and implementation among low income people in Waldo County. This was accomplished by providing the resources necessary for the Expanded Food and Nutrition Education Program (EFNEP) staff to address additional health education needs, rather than only focus on nutrition. It is hypothesized that there will be at least a similar improvement in nutritional status among EFNEP clients who received health education on more than just nutrition and those clients who received traditional EFNEP education intervention.

(2) **Health Promotion Coalition for Older People.** In June of 1985 the Bureau of Maine's Elderly and the Bureau of Health initiated activities to organize a coalition to address health promotion needs of the older population in Maine. This group has continued to meet bi-monthly and has addressed a number of issues which include: (1) identification of coalition goals and objectives; (2) resource sharing among member participating agencies; (3) identification of the need to do an "Issue Paper" on health promotion for older people to serve as the common document for coalition members and others; and (4) to provide a means for the two Bureau's to address health promotion issues for older people in a more coordinated manner.

(3) **The Workplace Smoking Law.** Staff from the Community Health Promotion Program have assisted in a number of activities that have resulted from the Workplace Smoking Law, which went into effect January 1, 1986 in the State. These activities have included: identification and training of resource agencies to assist employers with policy development and implementation issues, protocol development for responding to employee complaints has also occurred. Activities in the Fall of 1985 focused on assisting employers in the policy development and implementation phases by referring them to these trained organizations. After January 1, 1986, assistance was provided primarily to employees with questions or complaints about the implementation of their policy. Since the Bureau of Health has enforcement responsibility for this law, significant activities will continue to occur during the next year.

In addition, a survey to evaluate the impact of the law was mailed to over 900 businesses in May of 1986. Initial results show strong support for the Workplace Smoking Law with relatively little problem with implementation. However, additional smoking cessation assistance was requested by some worksites.

Community High Blood Pressure Program—FY 87. An estimated 24% of Maine's adult population age 18 and older have hypertension. Although the prevalence rate of hypertension is equal by distribution among male and females; hypertensive males as compared to females tend to be less aware, less likely to be on medication, and less likely to be controlled if on medication. Uncontrolled high blood pressure leads to heart attack and stroke (the number one and number three causes of death in Maine).

The largest number of adults with elevated diastolic blood pressure is the middle-aged adult male (18-60 years). Since three-fourths of men and approximately one-half of women in Maine work, the worksite (in addition to other community settings) is one of many locations for reaching this target population. In addition, seven out of ten people with uncontrolled high blood pressure are working age.

The Community High Blood Pressure Program funds local agencies throughout the State to provide hypertension screening, education, referral and follow-up services at worksites and in communities. These agencies provide services to their surrounding areas, leaving few places throughout the State not receiving hypertension screening, education, referral and follow-up. In FY 87, 15 agencies were funded to provide hypertension services to adults in Maine. During FY 87, 33,723 total clients were screened and of that number, 26,199 (70%) were new individuals who were seen for the first time. Of those individuals 7,974 (28%) were found to be abnormal with 31% of them being males 18-60 years old.

To ensure quality, all agencies funded under the Community High Blood Pressure Program follow Maine High Blood Pressure Council Guidelines for Detection, Evaluation and Treatment of High Blood Pressure. Agency staff also follow the American Heart Association, Maine Affiliate Blood Pressure Measurement Technique. The Program continues its close working relationship with the Maine High Blood Pressure Council, a major advisory body to the Department of Human Services for recommendations and assistance regarding hypertension screening throughout the State.

Control of high blood pressure and prevention of cardiovascular disease is often interrelated with reducing a number of primary and secondary associated risk factors such as smoking, obesity and elevated cholesterols. The Community High Blood Pressure Program continues to coordinate education and training efforts with the Division of Health Promotion and Education Community Health Promotion Program to enhance agency effectiveness in multiple risk factor intervention in both the worksite and the community. The Division has recently begun formal work with CDC on the Planned Approach to Community Health (PATCH) Program. The CHBPP coordinates the blood pressure screening efforts and assists in the survey research aspect of PATCH. Over the past year, many of the Community High Blood Pressure Program agencies have successfully expanded the scope of their preventive services and used the assistance and training opportunities provided by the Division. During the coming year the CHBPP will fund at least one agency to organize a pilot intervention program to reduce adult cholesterol levels in western Maine. It is anticipated that many of the agencies involved in blood pressure screening will also begin cholesterol screening in the future. This pilot project will provide needed information for program expansion to other parts of the State.

Diabetes Control Project. Diabetes mellitus is a complex disease characterized by abnormalities in the regulation of blood glucose and abnormalities in insulin production. Common complications of the disease are various disorders of the vascular and nervous systems (e.g., atherosclerosis, severely impaired vision, amputation of lower extremities). Diabetes is the eighth leading cause of death in Maine. Diabetes is a contributing factor or secondary cause in many other deaths.

In FY 87, the Diabetes Control Project signed a cooperative agreement with the U.S. Public Health Service Centers for Disease Control. An Advisory Committee representing various consumers and providers from the Maine health care community assisted the Project staff in program planning and development.

During the first project year, extant morbidity and mortality data were analyzed to identify and document the extent of the diabetes problem in Maine. Then the staff developed guidelines for outpatient diabetes education and follow-up. The Diabetes Control Project assisted thirty-four hospitals, health centers and community agencies in the development of Ambulatory Diabetes Education and Follow-Up (ADEF) programs. Afterwards, technical assistance to improve existing inpatient education is provided to hospital personnel throughout Maine. The program now exists in over forty health care institutions throughout the State.

Continuing education programs for physicians, nurses, dietitians, and other health personnel which promote the prevention, recognition and management of diabetes were developed. A system was developed to retrieve data on all health status indicators in the hospital service areas in Maine. Hospital discharge data and death certificate data were linked.

A key element in the Diabetes Control Project was the obtaining of third party payment for outpatient education which provided hospitals the financing needed to conduct these educational programs. Studies did indicate that diabetics were often kept in the hospital for extra days to be taught the skills necessary to control their diabetes. These same studies further indicated these hospitalized patients did not learn the necessary survival skills to care for themselves in an inpatient setting.

The Diabetes Control Project submitted the Final Report: Reimbursement Pilot Study for the Ambulatory Diabetic Education and Follow-Up (ADEF) Program to Blue Cross/Blue Shield of Maine in November, 1983. Based on the results identified in the report and the experience with the Project, the Board of Directors of Blue Cross/Blue Shield voted in December, 1983, to make reimbursement for the ADEF program a permanent policy for its regular members. Medicare and Medicaid continue to reimburse as policy. Unionmutual offers the program as a benefit to its group policyholders.

Follow-up studies have indicated that the outpatient education programs have reduced hospital days and led to weight loss. Some patients who have gone through the program have gone off insulin and oral drugs. Evaluations are now being conducted to determine more closely the effectiveness of the Project.

The Diabetes Control Project's objectives for FY 87 were to continue to develop the core capacity in the Bureau of Health for the coordinating, planning, evaluation, management, and surveillance of diabetes control activities, to continue to develop and refine ambulatory diabetes education and follow-up programs; to link inpatient education with outpatient education in an additional five hospitals having model ADEF programs and to develop and implement a program for health professionals on diabetes in pregnancy.

The Diabetes in Pregnancy Project works with health professionals throughout Maine to identify women with diabetes of childbearing age in order to provide patient education on prevention of adverse outcomes of diabetic pregnancies through glycemic control prior to pregnancy and throughout gestation. The Diabetes Control Project collects data on the pregnancies identified through the Project to evaluate the educational strategy.

In 1987, the Diabetes Control Project's Program on the Prevention and Control of Diabetic Eye Disease began. Diabetes mellitus is the leading cause of adult blindness. Early screening, detection and referral combined with patient and professional education programs are strategies used in the prevention of blindness program. The program seeks to screen 1,000 people at high risk for diabetic blindness in FY 88.

Maine Alcohol and Drug Abuse Clearinghouse. The Maine Alcohol and Drug Abuse Clearinghouse is an informational support service operating within the Division of Health Promotion and Education, Bureau of Health, in the Department of Human Services. The Clearinghouse serves as a central source for general information about alcohol and other drugs and substance abuse prevention, treatment, research and education. Requests may come directly from the public, from service providers, the five Alcohol and Drug Abuse Regional Councils, or from various departments of state government.

Statewide Clearinghouse Services include: INFORMATION on alcohol and other drugs and substance abuse prevention, treatment, research, and education; NETWORKING in order to help individuals, groups, communities and organizations share information and experience; TOLL-FREE NUMBER for all Maine citizens 1-800-322-5004; IDENTIFICATION and sharing of resource materials, including pamphlets, booklets and scientific articles; CONSULTATION AND TECHNICAL ASSISTANCE regarding the development and best use of informational materials in support of substance abuse prevention activities; LIBRARY SERVICES including loan of materials and limited literature searches; THE CLEARINGHOUSE EXCHANGE NEWSLETTER, a resource for information sharing about alcohol and drug abuse. There is no charge for any Clearinghouse materials.

Highlights from FY 1986-87:

The Clearinghouse received 2,000 requests for services during FY 1986-87. This represents a 50% increase since FY 1982-83; about 48% of the requestors were new users of Clearinghouse services. Of the 2,000 requests, 887 were from professionals or community groups and 1,113 were from private citizens. Each requestor is asked how many others will directly share the information and materials, as well as how many will have access. Over 22,376 people were directly served via the 2,000 requestors; another 76,000 had access to the information via libraries, displays, etc. The Clearinghouse works actively with a number of other agencies and organizations to ensure best use of resources.

In addition to other services, most of the 2,000 requestors received information on one or more of the following topics: Alcohol, Alcoholism, Other Drugs, Substance Abuse Prevention, Alcohol/Drugs and Pregnancy, Children of Alcoholics, Community Organizations, Drinking and Driving, Drug Testing, Employee Assistance Programs (EAP), Parent/Teen Communications, Self-Esteem, Smoking, Stress Management, Women and Alcohol. Over 93,500 materials were distributed by the Clearinghouse in FY 1986-87.

Several *special* projects were undertaken by the Clearinghouse during 1986-87 including those aimed at preventing early drinking behavior, cocaine abuse, and alcohol and other drug abuse by the elderly.

The Department of Human Services Library. The Department of Human Services Library (DHSL) which began in 1970, provides health service information to Departmental employees, health professionals, health-oriented agencies and private citizens.

The Library was involved in forming the Maine Health Science Library and Information Consortia, Inc. (HSLIC) in 1973. Active cooperation with the Consortia and other reciprocal libraries has resulted in an increase in availability of health science information through the DHS Library.

In addition to basic health science information, special collections include health education and promotion, occupational health, nutrition, cardiovascular health, alcohol and drug abuse, radiation, water, sanitation, and environmental health. The Library also maintains an extensive periodical collection in many of the areas listed above.

The DHS Library audiovisual collection includes subjects in the use of child safety seats, seat belt safety, scoliosis screening, parenting, seat belt safety, stress management, smoking cessation, self-breast examination, AIDS, and other sexually transmitted diseases.

The Library provides circulation of in-house materials, reference services, the availability of interlibrary loans, literature searches and has audiovisual equipment available for loan. The Library will soon be able to offer more current information in the literature searches due to the availability of an on line searching through the National Library of Medicine in Bethesda, Maryland.

In 1970, the total of completed requests for information was 1,252. In calendar year 1985, that total increased to 8,271. In fiscal year 1986-87, our total decreased slightly to 8,103 due to a change to more accurate statistical procedures.

Statistical breakdown of requests, comparing State Fiscal Years 85-86 and 86-87:

	85-86	**86-87**
Literature searches	36	76
Books circulated	523	250*
Journals circulated	1,613	1,833
Audiovisuals circulated	842	
—programs		1,407
—equipment		799
Interlibrary loan requests		
—articles	1,232	2,379
—books	N/A	250
Article requests of materials, inhouse	862	1,109
Total of completed requests	5,108	8,103
Total of request for services	5,983**	2,557
Total of units of service	N/A	2,285

*does not include books received on interlibrary loan
**1985-86 total is an approximate figure

PUBLICATIONS:
(available at no charge)
The Maine Health Promoter
The Clearinghouse Exchange
Community High Blood Pressure Program Description
Diabetes Control Project Description
Guidelines for Choosing Health Promotion Programs
Department of Human Services Library Brochure
Quit Tips for Stopping Smoking
The Alcohol and Drug Abuse Clearinghouse has many publications available on request.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

BUREAU OF INCOME MAINTENANCE

DOUGLAS A. HALL, ACTING DIRECTOR

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2415
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1954 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144B; *Citation:* 22 M.R.S.A., Sect. 3101

Average Count—All Positions: 446 *Legislative Count:* 509

Organizational Units:

Support Enforcement and Location Unit	AFDC
Quality Control Unit	Food Stamps
Fraud Investigation Unit	Medicaid Eligibility
General Assistance	Emergency Assistance

PURPOSE: Through the authority vested in the Commissioner of Human Services, the primary responsibilities of the Bureau of Income Maintenance are to administer State income maintenance programs, including Aid to Families with Dependent Children (AFDC), the Food Stamp program, General Assistance, Emergency Assistance, Medicaid eligibility, optional grants to Supplemental Security Income recipients. The Bureau also enforces Child Support Enforcement and Location laws. Furthermore, the Bureau supports the development of management information systems and other management control systems; and, finally, administers quality control activities as required by Federal Regulation.

ORGANIZATION: The Bureau of Income Maintenance originated in 1913 with the creation of the State Board of Charities and Corrections. In 1927, the Board was renamed Department of Public Welfare, and in a major reorganization of State Government in 1931, the Department became the Bureau of Social Welfare within the newly created Department of Health and Welfare. These central office units provide staff support to the Department's five regional offices. While the Bureau is recognized by statute as an administrative unit of the Department of Human Services, its internal structure and functions are subject to the discretion of the Commissioner.

With the establishment of a Departmental Division of Policy and Program Liaison (Office of Management, Budget and Policy), the Administrative Services Unit was phased out and the Work Incentive Program Unit integrated with other Bureau programs. The Bureau of Social Welfare was renamed Bureau of Income Maintenance by the 110th Maine State Legislature effective September 18, 1981.

PROGRAM: The most significant accomplishments of the Bureau during FY 87 were: continued decrease in error rates; increase in child support collections from absent parents; and implementation of formal administrative review in municipal administration of General Assistance.

Aid to Families with Dependent Children (AFDC). The AFDC program provides financial assistance to needy families deprived of parental support and care due to incapacity, unemployment or absence from the home of a parent. This is a categorical assistance program based on sixty-seven percent federal and thirty-three percent State funding. The Income Maintenance Unit processes applications and conducts periodic reviews through the regional offices. The Unit's active caseload averages 19,000 cases. Policy, which must comply with federal regulations, is established centrally and carried out through the regional offices. Effective October, 1985 AFDC for unemployed parents was started.

Division of Support Enforcement. The Division of Support Enforcement is responsible for the establishment and enforcement of child support obligations in behalf of children whose parent(s) are not meeting these responsibilities. Associated tasks involve the location of missing parents and the establishment of paternity of children born out-of-wedlock, as well as the initiation of collection/enforcement action to recover past-due support. Support Enforcement Services are available to all who need them irrespective of economic status.

Food Stamp Program. This program is also administered through the Department's regional offices, with the costs of food stamps paid by the U.S. Department of Agriculture and the cost of determining eligibility and other administrative costs funded fifty percent by the Federal Government and fifty percent by the State Government. The average monthly caseload is 48,000 households.

Quality Control Review and Planning. This section of the Bureau is responsible for taking a statistically valid sample from the AFDC, Food Stamp and Medicaid caseloads monthly and reviewing cases selected in detail, in accord with agency policy to determine whether or not eligibility existed and whether or not authorization was correct. Findings are tabulated and evaluated semi-annually to determine problem areas of eligibility. Reports are made to the Manager of the Unit and plans drawn up to correct problem areas in coordination with the field staff.

Reports and evaluations are also forwarded to the U.S. Department of Health and Human Services, and the U.S. Department of Agriculture. In the monitoring by federal representatives, statistical findings indicating percentage of ineligible cases, overpayments and underpayments are used by federal agencies in determining the amount of federal matching monies that may be withheld when error rates exceed tolerance levels.

Optional Grants to Supplemental Security Income Recipients (SSI). Prior to January 1, 1974, the Income Maintenance Unit was responsible for the administration of the financial assistance program for the Aged, Blind and Disabled. On that date, administration of the program was transferred to the U.S. Social Security Administration and is now known as the SSI program. However, a problem occurred in that the level of payment in the program, while benefitting some persons, was lower than had been met by the former State program. By act of the 106th Legislature, funds were appropriated to supplement this new federal program for people receiving assistance and living in Maine. The Income Maintenance Unit is responsible for contracting necessary agreements with the Federal Government for the SSI supplementation.

The State Supplemental Security Income Program is now administered by the U.S. Department of Health and Human Services, Social Security Administration, on behalf of the State of Maine, using Maine funds which are forwarded to the U.S. Treasurer monthly by the Department of Human Services' Bureau of Administration.

Medicaid Eligibility. The Bureau is responsible for program development and setting eligibility policies in this program. The establishing of eligibility for the State Medicaid program is accomplished by the Department's regional offices. Persons receiving AFDC or SSI are automatically covered. Persons not receiving these benefits may be covered under criteria established by Federal regulations after incurring medical bills. Review of these bills and criteria is assigned to the regional staff with responsibility for authorization or denial. As a result of changes in Federal regulations, pregnant women and newborns have been added as eligibility categories which assists individuals who would not be categorically eligible prior to these changes. Prenatal care and postpartum services are now available to more individuals to improve the health standards for newborns.

General Assistance. Many individuals and families in Maine are in economic need but are not eligible for assistance under the programs previously discussed. Assistance to such persons is administered by each of the more than 498 municipalities in the State. Under a formula system, the Department of Human Services under the law reimburses municipalities ninety percent of their expenditures over .0003% of the municipal tax evaluation. Total costs of this general assistance involve approximately forty percent State and sixty percent municipal funds except for administrative costs of municipalities which are not reimbursable.

In addition, there are 414 unorganized towns in Maine with no formal government. In these areas, general assistance is administered by agents under contract to the Department and supervised by the General Assistance Section. Payment of general assistance costs in these areas is absorbed one hundred percent by the State.

The General Assistance Section of the Income Maintenance Unit has basic responsibility for reviewing validity of local agency claims, conducting audits and conducting administrative reviews as well as offering consultation to municipal officials in establishing standards of need.

Emergency Assistance. This program is designed to provide assistance to families with dependent children threatened by destitution or homelessness because of emergency situations. It is available to any AFDC family, as well as any other family group with minor children if their income does not exceed program guidelines.

PUBLICATIONS:

Medicaid in Maine—free at regional offices.
Assets in Nursing Home Eligibility—free at regional offices.
General Information Regarding Nursing Home Eligibility—free at regional offices.
Other free pamphlets regarding AFDC, Food Stamps.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INCOME MAINTENANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,411,059	957,174	546,473		2,907,412	
Health Benefits	272,074	53,821	37,132		181,121	
Retirement	753,743	163,932	95,043		494,768	
Other Fringe Benefits	20,405	3,511	2,563		14,331	
Computer Services—State	584,327	387,773	28,255		168,299	
Other Contractual Service	1,721,869	801,805	62,478		857,586	
Rents	72,795	13,436			59,359	
Commodities	14,270	3,698	507		10,065	
Grants—Subsidies—Pensions	121,325,377	44,626,207	19,980,631		56,718,539	
Equipment	22,313	2,585	4,745		14,983	
Interest—Debt Retirement	35	17			18	
Transfers to Other Funds	92,481		12,620		79,861	
TOTAL EXPENDITURES	129,290,748	47,013,959	20,770,447		61,506,342	

OFFICE OF LEGAL SERVICES (HUMAN SERVICES)

LEIGH INGALLS SAUFLEY, SENIOR ASSISTANT ATTORNEY GENERAL

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2226
Mail Address: 221 State Street, Sta. #11, Augusta, Maine 04333

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144L; *Citation:* 22 M.R.S.A., Sect. 2
Average Count—All Positions: 28 *Legislative Count:* 31

PROGRAM: This Office provides legal assistance and representation for the Department of Human Services and its various Bureaus and Divisions.

ORGANIZATION: The Division Chief, whose title is Senior Assistant Attorney General, reports directly to the Attorney General. The 22 Assistant Attorney General positions report to the Division Chief. The Unit is roughly broken up into 3 informal divisions: 1) Social Services; 2) Benefit Programs; 3) Medical & Health Services.

PROGRAM: The Attorney General's Office has represented the Department in a vast number of cases in the courts throughout the past year. Those cases include child welfare litigation, adult protection proceedings, support enforcement proceedings, public benefit program litigation, certificate of need actions, Maine Health Care Finance Commission proceedings, licensing actions, administrative hearings, federal grant proceedings, tort claim litigation, and appeals in each of these areas.

In the appellate arena, the office has successfully presented briefs and argument resulting in the upholding of a significant number of important child welfare decisions, public benefit program decisions, support enforcement decisions, and health law decisions.

The office also provided advice and representation in the Department's legislative, rulemaking, and policy-making activities, as well as the general day-to-day activities of the Department.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF LEGAL SERVICES (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	567,283	266,671			300,612	
Health Benefits	27,458	12,841			14,617	
Retirement	96,095	48,698			47,397	
Other Fringe Benefits	2,623	1,238			1,385	
Computer Services—State	1,913	767			1,146	
Other Contractual Service	74,307	24,977			49,330	
Rents	16,043	958			15,085	
Commodities	8,012	5,101			2,911	
Equipment	1,005	1,005				
Transfers to Other Funds	7,735				7,735	
TOTAL EXPENDITURES	802,474	362,256			440,218	

OFFICE OF MANAGEMENT AND BUDGET

JOHN D. WAKEFIELD, DEPUTY COMMISSIONER
ALEXANDRA CHOATE, Assistant Deputy Commissioner

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144M; *Citation:* 22 M.R.S.A., Sect. 3
Average Count—All Positions: 256.5 *Legislative Count:* 271.5

PURPOSE: The primary function of the Office of Management and Budget is to provide general administrative and financial management services for the entire department.

ORGANIZATION: The major divisions of the Office of Management and Budget are as follows: the Division of Fiscal Services, the Division of Audits, the Division of Personnel and Labor Relations, Affirmative Action, Staff Education and Training, Data Processing, and the Division of Regional Administration.

PROGRAM:

The program of the Department of Human Services is accomplished through its various components:

Division of Data Processing. The Division of Data Processing is the interface between the Department of Human Services' operations and the state's centralized computers, of which the department is the largest user. The division not only maintains computerized applications for the administration of departmental programs, it designs and constructs new applications in response to legislative and federal requirements, and also develops new approaches in response to advances in technology in order to meet the total informational needs of the department. Such new development ranges from the installation of office automation capabilities in its statewide operations, through the transfer of information files for management analysis, to the upgrading and conversion of the integrated client database to a modern, more flexible model to meet the departmental needs for growth.

Much of the division's prior accomplishments has been due to its organization of staff into effective, knowledgable units, each directed to a specific area of the department's programs. Examples are the units which handles Income Maintenance (AFDC, Food Stamps, Medical Assistance, Support Enforcement, and Emergency Assistance) and Social Services. Much of the future challenge to the division will be the need to balance the system maintenance and construction activities with the staff resources needed to meet the data base development and conversion requirements. One approach is to direct new system/program development to the centralized Office of Information Services.

New technology and new capabilities require training at all levels if effective utilization is to be attained. In addition to its other functions, the division is not only responsible for providing the knowledge, facilities, and assistance to allow proper usage, it is also responsible for ensuring the security of our operations.

Affirmative Action Office. The Affirmative Action Officer (AAO) is responsible for the Department's compliance with all applicable state and federal laws, rules and regulations regarding equal employment opportunity. To do this, the AAO monitors and updates the Department's Affirmative Action Plan and monitors hiring practices in the Department. The monitoring involves the use of an expanded certification and coding system which is coordinated by the Department of Personnel. This system enables the AAO to monitor and track applicant flow and build an improved data base for affirmative action goals.

The AAO also handles internal grievances and complaints that allege discrimination by the Department. The AAO represents DHS at administrative hearings as necessary when complaints are made to outside compliance agencies.

The Affirmative Action Officer provides formal training for supervisors regarding Employee Interviewing and Selection Techniques and Affirmative Action Legislation and Regulations. In addition, the AAO provides information and guidance to individual supervisors with specific questions. The AAO also participates in the delivery of training for all employees in the Department, including Assertiveness Training. A special component on dealing with sexual harassment is included in the assertiveness program.

The Affirmative Action Officer also provides basic career counseling to employees of the Department to assist in their professional growth and development.

Audit Division. The Department of Human Services Audit Division is made up of two units, the Social Service Audit Unit and the Health Care Audit Unit.

The Social Service Audit Unit completes audits of grants and contracts of the Bureaus within the Department and their funding sources as follows:

Bureau of Social Services — Title XX, USDA, and Residential Treatment Costs; Bureau of Maine's Elderly — Title III-C, SCEP, State L.D.'s, and PSSP; Bureau of Rehabilitation; OADAP; Bureau of Health — Maternal and Child Welfare and WIC; Bureau of Medical Services—Medicaid Programs.

These grants and contracts represent an agreement between non-profit provider agencies and the Department of Human Services. The audit verifies payment to agencies, determines that the purpose for which the funds were expended was proper, and that the terms of the contract were observed. This audit process serves to assure that the providers observe adequate fiscal standards in agency operations and that the services are available at a reasonable cost.

The Single Audit Law has now been enacted which would allow the Agencies to either accept the State Audits whereas the Department providing the largest funding source would be the lead Department and would direct the other Departments in the completion of the audits, or the agency could choose to have the audit done by a public accounting firm with the lead Department being responsible for reviewing the accounting firm's audit findings. This would eliminate different departments performing separate audits of an agency and would subject the agency to only one audit per year based on their operating year and not the contract year.

The Health Care Audit Unit audits hospitals, nursing homes, nursing homes for the mentally retarded, boarding homes, home health agencies, and EPSDT units on an annual basis, for the purpose of determining the "reasonable cost" of providing care and the determination of an annual settlement. The settlements for the Home Health Agencies, Boarding Homes, Skilled Nursing Facilities and EPSDT are all made on the retrospective system. All Hospitals are now subject to prospective reimbursement based on limits established by the Maine Health Care Finance Commission. All audit information prepared by the department is forwarded to the Commission so they can make final settlements with each hospital. For Intermediate Care Facilities (ICF) and for Intermediate Care Facilities for the mentally retarded (ICF/MR) reimbursement is made on the prospective system, where a rate is assigned by the Division of Audits in advance of the operating year based on a selected inflationary factor and the nursing home costs are limited to that basis as a maximum operating rate. These facilities are audited annually and any savings between the assigned rate and the actual operating rate is shared with the Department with the amounts being determined at audit. The Health Care Audit Unit is responsible for assigning these rates both on the Prospective System for the skilled nursing facility and boarding homes. The unit is also available to handle other specialized audits of Health Care Programs, such as services provided by physical and occupational therapists, physicians, pharmacies, etc.

Staff Education and Training Unit. The Staff Education and Training Unit has primary responsibility for providing in-service training for Department of Human Services personnel. Unit staff deliver the majority of generic training programs and provide coordination and support for all Departmental training efforts by working with program administrators and field staff. The Unit identifies, trains and coordinates the efforts of other Departmental personnel who may serve as trainers, for brief periods. The Unit also maintains a continuously updated inventory of highly specialized contract trainers. Training programs are presented around the State, utilizing state facilities when possible. Programs are available to virtually every employee of the Department who participate in an annual needs assessment. The training topics cover such varied areas as basic skills and knowledge, career development, individual development as well as highly specialized programs such as Identification of Child Abuse, Legal Skills and Foster Parent training. Funds are available to support employee participation in undergraduate and graduate courses, external workshops, seminars and other educational programs. Attendance at such programs is recorded on a Staff Training Record System, and Continuing Education Units are awarded to help meet professional development needs.

FINANCES, FISCAL YEAR 1987. The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF MANAGEMENT AND BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,650,241	1,597,279	15,105		2,037,857	
Health Benefits	204,911	92,998	984		110,929	
Retirement	617,077	266,337	2,523		348,217	
Other Fringe Benefits	16,726	5,948	59		10,719	
Computer Services—State	209,997	60,975	—2,246		151,268	
Other Contractual Service	606,114	266,106	15,061		324,947	
Rents	95,920	5,990	55		89,875	
Commodities	231,425	15,559	3,753		212,113	
Grants—Subsidies—Pensions	23,203	400			22,803	
Equipment	14,305	868	8,936		4,501	
Interest—Debt Retirement	122				122	
Transfers to Other Funds	53,878		585		53,293	
TOTAL EXPENDITURES	5,723,919	2,312,460	44,815		3,366,644	

DIVISION OF MATERNAL AND CHILD HEALTH

JOHN C. SERRAGE, M.D., DIRECTOR

Central Office: 150 Capitol Street, Augusta *Telephone:* 289-3311
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1937 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144F; *Citation:* 22 M.R.S.A., Sect. 1950

PURPOSE: The goal of this Division is to assure all mothers in Maine access to quality maternal and child health services. The program emphasis is on low income and rurally isolated mothers and children, and children who are crippled or suffering conditions leading to crippling.

ORGANIZATION: The Division of Child Health was organized as the Division of Maternal and Child Health and Crippled Children's Services within the Bureau of Health in 1937. In 1972, Medical Eye Care was added to the division and then became known as Division of Specialized Medical Care.

PROGRAM:

Division of Maternal and Child Health. The term "Maternal and Child Health (MCH) Services" refers to a group of preventive services which we consider necessary for the health of mothers and children. Because of the focus on the health of children, these services have an ultimate effect on all Maine citizens. Primary responsibility for the delivery of MCH services rests upon Maine's family physicians, obstetricians and pediatricians working in their private offices, hospital based clinics, rural health centers and in the state's five family practice residency programs. Through its MCH Programs, the Division of Maternal and Child Health works with physicians to coordinate and improve these services, make them available to as many people as possible and to encourage the development in Maine of advances in these services as they become known. Within its limited financial resources, the Division of Maternal and Child Health attempts to provide MCH services where they are not available through the private sector.

Programs in the Division of Maternal and Child Health are funded by the MCH Block grant, state match and some categorical state funds. The Division uses grants to achieve most of its objectives.

There is general agreement around the country concerning the essential maternal and child health services, although some may be emphasized more than others in a particular state or region. The Division of Maternal and Child Health programs are discussed under the headings below of these essential MCH services.

Prenatal Care. The Division, with both state and Block grant money, funds a reimbursement program for prenatal care for those low income women not eligible for Medicaid. Through a grant to the perinatologist at the Maine Medical Center, the Division of Maternal and Child Health funds a program of continuing education for the professionals in the state who provide prenatal care. The Division also directs the state's WIC Program which provides food supplements for eligible pregnant women. The Division staff regularly monitors the utilization of prenatal care through vital statistics data, and maintains regular contact with the Executive Committee of the state chapter of the American College of Obstetrics and Gynecology to discuss common objectives. Finally, the Division is attempting to develop a pilot site for low birth weight prevention in Maine.

Nutrition Counseling. The Division of Maternal and Child Health has a nutrition program which is available to all health professionals for nutrition consultation in the maternal and child health areas. The Inter-Agency Nutrition Network has been organized and publishes a monthly newsletter *"Nutrition Notes"*.

In-service education in nutrition is provided for health professionals in the state. Two brochures on child feeding and nutritional requirements in pregnant teenagers have been developed and are available to anyone who wishes them. A nutrition education package has been developed which is offered to the state's 16,000 Girl Scouts.

WIC Program. The Special Supplemental Food Program for Women, Infants and Children (WIC) was conceived to address identified nutritionally related gestational and early childhood disorders within a high risk (low income) population. The Program provides specific nutritious foods, nutrition education and counseling to pregnant, postpartum and breast feeding women, to infants and to children (up to age 5). The Division contracts with eleven local agencies for provision of these services across the state.

Childbirth Education. The Division is encouraging the childbirth educators in the state to also teach parenting classes. See Parenting section.

Maternity Care. The Division of Maternal and Child Health provides postpartum Rh antibody testing, and Rhogam where indicated, for low income Rh negative women. The Division also provides professional education to nurses and physicians in quality obstetric care through grants to Maine Medical Center and through its own sponsored activities. The Division provides funds to transport eligible high risk women to the Perinatal Center for intensive care. The Division encourages Perinatal Review at the hospital level through a review of the linked birth-death certificates each year and the provision of appropriate information to each hospital staff. The Division staff reviews vital statistics data each year and notes any trends. The Division assisted in a revision of the birth certificate to improve the reporting of obstetrical data.

Newborn Special Care. The Division provides for emergency and convalescent transport of high risk infants to and from the neonatal special care centers for infants financially eligible for the HCP Program. The Division provides professional education in quality newborn care through grants to Maine Medical Center.

Genetic Disease Screening. The Division of Maternal and Child Health staff coordinates the services of the New England Newborn Screening Program in the state and sees to it that those infants with abnormal findings are followed up and, if affected, referred to the Crippled Children's program for evaluation. Females of child bearing age affected with PKU receive genetic counseling and are encouraged to become a part of the New England Maternal PKU study.

Parenting Education. The Division of Maternal and Child Health is concerned about the damage suffered by children from the consequences of family dysfunction and views parenting education as a primary prevention strategy. The Division funds parenting education classes for income eligible people. The Division also has funded a series of regional courses to train parenting teachers. The Division has begun a major campaign to increase the public awareness of parenting education as a help, even a necessity, in child raising. The campaign includes the production of printed materials, radio and TV spots, newspaper ads, interviews, news releases, etc.

Routine Well Child Care. The Division of Maternal and Child Health, through the Division of Public Health Nursing (DPHN) and through grants to other agencies, funds a network of well child clinics for those children who do not have access to private physicians or other care. Well child care includes a physical examination, laboratory tests, counseling, developmental assessment, immunizations and anticipatory guidance. The Division of Maternal and Child Health also provides professional education for the providers of this care throughout the state.

Immunizations. The Director of the Division of Maternal and Child Health advises the Director of the Bureau of Health on immunization related matters. In addition, the Division helps fund the immunization program in the Division of Disease Control. Immunizations are also provided in the well child conferences described above and in federally funded rural health centers.

Developmental Testing. The Division of Maternal and Child Health staff is attempting to standardize the screening of child development done by physicians and public health nurses through the Handbook of Standards for Preventive Child Health Care. Professional education is provided in the use of the Denver Developmental Screening Test which is the recommended tool. The Division of Maternal and Child Health staff also manages grants for the funding of five regional Child Development Clinics in Lewiston, Waterville, Bangor, Portland and Caribou. These clinics provide a comprehensive, multidisciplinary evaluation for children 0-5 years of age who are developmentally delayed or suspected of being developmentally delayed. The Division, through membership on the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC), coordinates its activities in child development with those of the Department of Mental Health and Mental Retardation, Bureau of Mental Retardation, and the Department of Educational and Cultural Services, Division of Special Education. The Division through its membership on ICCPHC and the state D.D. Council influences the Preschool Handicapped Children's Coordination System in the state.

Genetic Counseling and Education. The Division of Maternal and Child Health through grants to the Foundation for Blood Research and the Eastern Maine Medical Center helps to underwrite genetic testing, counseling, and diagnostic services in the state. The Division of Maternal and Child Health also helps to underwrite the cost of the Alpha feto protein screening test in Maine as a service to Maine's pregnant women. Education in genetics is provided to professionals and the public through these grants and through the Division's own education activities. The Division is working with the New England Regional Genetics Group to regionalize clinical and educational genetic services as well as to assure quality control of these services.

The Division of Maternal and Child Health helps fund the state's Hemophilia clinics.

Dental Health Education. The Division of Maternal and Child Health provides funds to the Office of Dental Health to assist interested schools in developing dental health education programs and make fluoride supplements available to children attending participating schools, and to start a pilot project in the use of sealants.

Health Education. The Division of Maternal and Child Health has developed a resource library of health education materials that are available singly or in bulk at no charge. The Division funds a lending library of health education materials at the University of Maine, Farmington. The Division funds two school health education consultants in the Department of Educational and Cultural Services. The Division also funds a project to increase the awareness in the state's teachers of the benefits of family life education to their students. The Division of Maternal and Child Health also provides professional and public education in health matters through its various grants and its own activities.

Adolescent Health Care. The Division of Maternal and Child Health grants funds to the Adolescent Pregnancy Coalition to provide a range of basic services to pregnant teens and teenage parents in Maine. Monies are awarded for Peer Counseling Programs through the Lewiston YWCA. The Division is serving on the Governor's Task Force on Adolescent Pregnancy and Parenting.

School Health Services. The Division of Maternal and Child Health conducts the Spinal Screening Training for school personnel who are selected to screen students in schools. The Division of Maternal and Child Health works cooperatively with the school nurse consultant, Department of Educational and Cultural Services in developing standards of health care for school age children. The Division is attempting to develop pilot sites for school based clinics and in-school day care centers.

Injury Prevention. The Division of Maternal and Child Health, through a grant to the Maine Medical Center, helps to fund Maine's Poison Control Center and through a number of small grants has provided twenty-seven hospitals with poison prevention programs aimed at young children and their parents. The Division supports the child auto safety education program, has helped hospitals establish loan programs, and will continue to work with the Department of Public Safety to increase the availability of these programs. The Division, through the Division of Public Health Nursing, helps fund programs involving Sudden Infant Death, home monitoring and lead poisoning. Counseling on home, auto and recreational safety is carried out in Well Child Conferences described elsewhere.

Handicapped Children's Program. The Handicapped Children's Program is a statewide direct service program that assists families of handicapped children in obtaining the specialized medical care they need and might not otherwise receive. Eligibility requirements include Maine residency, age, family's income status, and the presence of a selected chronic disease or condition that interferes with normal growth and effective functioning that reasonably can be improved by specialty medical treatment. The program directly provides medical case management and coordination services and authorizes specialty physician services for low income children suffering from heart disease, scoliosis, cleft lip and palate, severe hearing impairments and other handicapping conditions.

The program also administers funding to five Child Development Clinics, presently located in Bangor, Waterville, Lewiston, Caribou and Portland. These clinic sites provide comprehensive, multidisciplinary evaluation and prescriptive programming services for Maine's developmentally delayed pre-school population.

Early Intervention. Children in the state who have slow development (and, therefore, a potentially handicapping condition), do not always have treatment facilities and intervention services after they have been diagnosed. The Division of Maternal and Child Health is working with the Maine Early Intervention Consortium, the Developmental Disabilities Council and the members of the Interdepartmental Coordinating Committee for Preschool Handicapped Children in an attempt to alleviate this problem. The Division has expanded its Handicapped Children's Program to include reimbursement for early intervention services.

The **Medical Eye Care Program** is a statewide program that provides specialty medical care to low income individuals with an eye disorder that would progress to blindness if not treated; limited services are available to low-income individuals with severe refractive problems.

Scoliosis. The Division of Maternal and Child Health has assumed responsibility for carrying out the activities mandated in the Spinal Screening legislation, specifically assisting the various school systems in Maine in the implementation of the law.

Family Planning Services. The Division of Maternal and Child Health manages funds going to the Family Planning Association and to eight regional sites where care is delivered. These funds provide family planning services at reduced cost to low income people, education of the public and health professionals in family planning, pregnancy testing and options counseling. The Division Director also serves on the Medical Advisory Committee of the Family Planning Association.

Public Health Nursing. The Division of Maternal and Child Health, through support of Division of Public Health Nursing and through grants to other public health nursing agencies, funds the services of public health nurses throughout the state. Public health nursing provides home visiting services to pregnant women, infants and children who are at high risk for developing health problems including family dysfunction. The Division of Maternal and Child Health also provides professional education for the state's public health nurses.

LICENSES, PERMITS, ETC.:

Screeners Certificate—Scoliosis

PUBLICATIONS:

Frequently Asked Questions About Congenital Hypothyroidism
What Should You Know About Newborn Screening
Symptom: Night Blindness...Retinitis Pigmentosa
Baby's First Food
Food Thoughts for Pregnancy During the Teen Years
MCH—A Healthy Start
The Special Supplemental Food Program for Women, Infants and Children Brochure—Revised April 1982
Your Child Is A Rose
Parents, Children and Discipline
You and Your Child
"Maine Parent" Magazine
Can Your Baby Hear?

Pregnant, Seen The Doctor?
Later In Pregnancy: Reminders
Safe Passage Pamphlets
Myths and Facts About Child Car Safety
ALL BROCHURES ARE FREE

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF MATERNAL AND CHILD HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	821,326				821,326	
Health Benefits	39,446				39,446	
Retirement	139,468				139,468	
Other Fringe Benefits	5,277				5,277	
Computer Services—State	80,322				80,322	
Other Contractual Service	786,029				786,029	
Rents	69,892				69,892	
Commodities	146,825				146,825	
Grants—Subsidies—Pensions	263,795	1,250			262,545	
Equipment	14,359				14,359	
Interest—Debt Retirement	40				40	
Transfers to Other Funds	35,255				35,255	
TOTAL EXPENDITURES	2,402,034	1,250			2,400,784	

BUREAU OF MEDICAL SERVICES

SARAH KREVANS, ACTING DIRECTOR

Central Office: Western Avenue, Augusta *Telephone:* 289-2674
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1978 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144D; *Citation:* 22 M.R.S.A., Sect. 1
Average Count—All Positions: 172 *Legislative Count:* 171
Organizational Units:

- Division of Medical Claims Review
- Division of Surveillance & Utilization Review
- Division of Survey Operations
- Division of Medicaid Policy and Programs
- Division of Residential Care
- Division of Licensing and Certification
- Office of Health Planning and Development
  - Division of Health Planning
  - Division of Project Review
  - Division of Primary Care

PURPOSE: The Bureau of Medical Services was created by the Commissioner of the Department of Human Services to administer the Department's major health care financing programs and to conduct health planning activities, including the certificate of need program. The Bureau coordinates the programs, assures that they operate under consistent policy in keeping with the Department's goals, and provides accountability necessary to determine that they are administered in an effective and efficient manner. The specific programs which the Bureau administers are: Medicaid Medical Services, Medicaid Intermediate Care Services, Catastrophic Illness, Drugs to Maine's Elderly, and the Boarding Home Program. The need for effective administration for these programs is indicated by their aggregate expenditure and its influence on the state budget, Maine's health care delivery system, long term care services and the health status of Maine's citizens. The total expenditure for these programs during the most recent State fiscal year (FY 87 was approximately $270 million). The Bureau is also responsible for the licensure and certification of hospitals, nursing homes and other health related institutions. There is a direct interrelationship between the standards established for licensure and the financing of the above programs.

ORGANIZATION: The Bureau of Medical Services was established in the spring of 1978 as a part of a Departmental reorganization plan. The Bureau was recently restructured and administers its activities through the following operational units: Division of Medical Claims Review, Division of Surveillance and Utilization Review, Division of Medicaid Policy and Programs, Division of Residential Care, Division of Licensing and Certification, and Office of Health Planning and Development, which works with the State Health Coordinating Council to develop the state health plan and conducts certificate of need reviews. In 1984 the Bureaus of Medical Services and Health Planning and Development were combined under the Bureau of Medical Services. The Bureau of Health Planning and Development became the Office of Health Planning and Development within the Bureau of Medical Services.

The Division of Medical Claims Review processed 3,500,000 claims during FY 87. This unit has developed and maintains a highly sophisticated automated claims processing system.

The Patient Classification Unit is responsible for determining the level of care needed by Medicaid patients who apply for long term care services, as well as monitoring certain other services which relate to this population. The Provider Relations, Professional Review, and Third Party Benefit Recovery Units are included in this Division.

The Division of Surveillance & Utilization Review monitors the medical services provided and determines the appropriateness and necessity of the services. These findings are used as a basis for assuring the appropriate quality, quantity and necessity for services reimbursed by the Department.

The Division of Residential Care is responsible for developing licensing standards and reimbursement policies for Maine's 562 Boarding and Foster Homes. This program participates in the analysis of the need for new boarding home development, and allocating new beds in various sections of the State.

The Division of Medicaid Policy & Programs is responsible for analyzing program characteristics and developing methods to improve program efficiency.

The Division of Licensing and Certification surveys hospitals, nursing and other medical and health related institutions to determine if they meet the standards for Medicare Certification, Medicaid Certification and State Licensure.

The purpose of the Office of Health Planning and Development is to develop plans for the orderly development of Maine's health care system and to assure appropriate allocation of resources. The process involves many public and private organizations and consumers and providers of health care in the development of the *State Health Plan for Maine.* The *Plan* is the basis for guiding the development of health care resources to ensure that needed services of high quality are available to all Maine residents at a reasonable cost.

The legal authority for the preliminary State health plan and the State health plan is Title XV of the Public Health Service Act. Title XV also requires the creation of a State Health Planning and Development Agency (SHPDA) (in Maine, the functions of the SHPDA have been assigned to the Office of Health Planning and Development) and a State-wide Health Coordinating Council (SHCC). The planning efforts of these bodies culminate in a comprehensive plan for each State—the State Health Plan.

The Maine Legislature amended the Maine Certificate of Need Act (22 M.R.S.A. §301 *et seq.)* in 1982. The amended Act provides for the Department of Human Services to review and approve or disapprove applications for major changes in the health care system (such as capital expenditures of $350,000 or more or the provision of new services). The Office of Health Planning and Development has been administratively assigned responsibility for implementing the provisions of the Act and for making recommendations to the Commissioner of the Department concerning applications for Certificates of Need. The Department adopted procedures under the Administrative Procedures Act for use by the Office in implementing the amendments to the Act.

PROGRAM: Some of the Bureau's most significant accomplishments during FY 87 were: 1) The implementation of Medicaid covered vision care services through competitive bid procedures; 2) Implementation of a Medicaid waiver to serve certain individuals with disabilities at home and in the community.

Medical Care Services. Approximately 125,000 Maine residents received Medicaid benefits during FY 87. These individuals qualified for Medicaid as either recipients of Aid to Families with Dependent Children (AFDC) or Supplemental Security Income (SSI) or were determined to meet the eligibility criteria as a "medically needy" individual or family. The following services, when medically necessary, are covered with some limitations: Ambulance, Audiology, Chiropractic, Family Planning Clinic, Home Health Agency, Hospice, Hospital, Independent Laboratory, Durable Medical Equipment and Supplies, Mental Health Clinic, Physician, Podiatrist, Pharmacy, Psychologist, Rural Health Clinic, Skilled Nursing Facility, and Speech and Hearing Clinic and Speech Pathology. Individuals under 21 years of age are covered for Early & Periodic Screening, Diagnosis & Treatment (EPSDT) Services which include eyeglasses, dental care, and hearing aids. Approximately 6,600 medical providers are participating in the program. This program is administered by the State in conformity with Federal regulations and receives Federal Financial Participation (FFP) of approximately 68% under the Medicaid Program.

Catastrophic Illness Program. This program was implemented on July 1, 1974, and only six other states have programs of this type. It was one of the first totally State funded programs designed to meet the needs of individuals who incur large medical expenses, but do not have sufficient assets and/or coverage by private insurances and do not qualify for Medicaid benefits or other federally funded programs. The deductible was increased effective July 1981, to help keep the program in line with inflationary changes. During FY 87 approximately 293 Maine residents received assistance with their medical bills. The following services, when medically necessary, are covered with some limitations: Ambulance, Medical Supplies and Durable Medical Equipment, Independent Laboratory, Physician, Prescription Drug, and Skilled Nursing Facility. Coverage of hospital services was discontinued effective May 1, 1984. Hospital services will be addressed by the Health Care Finance Commission.

Drugs to Maine's Elderly. This program was implemented in October 1977. It was designed to assist elderly Maine residents who need assistance paying for prescription drugs, and who did not qualify for Medicaid benefits or other assistance programs. A copayment of $2.00 for each prescription is required. Approximately 21,500 elderly Maine citizens received assistance in paying for an average of 10,500 prescription drugs per month during FY 87. Only life-sustaining drugs for heart disease, hypertension and diabetes, as well as anti-arthritic drugs (with a $20.00 co-payment), are covered under this program.

Residential Care Program. Consolidation of the Adult Boarding and Foster Home Programs within the Bureau of Medical Services was initiated in April 1981. There are approximately 3,154 Maine residents in licensed boarding homes, and 826 in approved foster homes. Over 2,500 receive financial assistance from the Department's Residential Care Program.

Office of Health Planning and Development. The Office of Health Planning and Development is composed of three divisions: Planning and Administration, Primary Care, and Project Review.

Division of Planning and Administration. During the Fiscal Year 1986-87, the Division provided administrative support to all sections of the Bureau. The Division also developed proposed revisions in the *State Health Plan* with the assistance of public agencies and private organizations representing consumers and providers of health care. The Division researched, edited, and produced the Plan.

The Division monitored the implementation of plan recommendations, and provided technical assistance to health care facilities. The Division of Planning and Administration also provided staff support for the Maine State Health Coordinating Council. This included the orientation of new members and staffing the meetings of the Council and its three active standing committees and planning subcommittees. Extensive research and coordination was required to assist the Council in its deliberations and decisions.

The Department continued its contract with the federal government whereby the Department assumed responsibility for administering the National Health Service Corps program in Maine. The Division of Planning and Administration was assigned the staff functions for implementing this contract. In 1983 and 1985, the Legislature amended the Maine Medical Compact Act to give the Commissioner of Human Services responsibility for designating underserved rural primary care areas for purposes of forgiveness of medical students' obligations to the State. The Commissioner assigned the staff work for designation to the Division of Planning and Administration.

Division of Project Review. This Division's primary function is to review and provide recommendations to the Commissioner of the Department of Human Services for his approval or disapproval of proposed major changes in the health care system as specified in the Maine Certificate of Need Act of 1978 as amended and Section 1122 of the Social Security Act. These functions are of a continuing nature. The staff publishes and revises procedural manuals to conduct such reviews. The decisions affect both health care facilities and institutional health services.

During calendar year 1986, the Division of Project Review processed proposals for new health services and/or health care capital expenditures involving a proposed total of $73,703,832. Of those considered, 67 ($20,633,667) were not subject to review under the Maine Certificate of Need (CON) Act or Section 1122 of the U.S. Social Security Act. The Department, as required by law, elected not to review 10 proposals ($1,232,294) which were only subject to review under provisions of Section 1122. An amendment to the Maine CON Act effective January 1, 1983 requires that the Department waive review of such proposals, unless they are also subject to CON review. During FY 86 the Legislature conducted a study of the CON program resulting in a new waiver allowing hospitals to conduct certain minor projects without CON review. Two projects totalling $55,000 had reviews waived.

A total of 59 full applications were reviewed ($46,208,681), including 32 approved as submitted ($25,693,149) and 25 approved after review staff negotiated $3,537,448 in cost reductions (final total of $15,399,303). Two applications were disapproved with capital costs totalling $1,578,781. Applications withdrawn by their sponsors totalled $5,574,190. The capital costs avoided through agreed-upon project reductions, withdrawals, and disapprovals totalled $10,229,786 or 13.9% of the proposed expenditures subject to full review.

Division of Primary Care. Responsible for administering a cooperative agreement with the federally funded health centers.

LICENSES, PERMITS, ETC.:

Applications for the following licenses may be made to: Division of Licensing and Certification, Bureau of Medical Services, Department of Human Services, Station #11, Augusta, Maine 04333 (Tel. 289-2606).

(1) Hospitals
(2) Skilled Nursing Facility
(3) Intermediate Care Facilities
(4) Intermediate Care Facilities for the Mentally Retarded
(5) Home Health Agencies

Applications for Medicare/Medicaid Certification may also be made for the following:

(1) Home Health Agencies
(2) Rural Health Clinics
(3) Renal Dialysis Centers
(4) Renal Transplant Centers
(5) Speech and Hearing Centers
(6) Independently Practicing Physical Therapists
(7) Psychiatric Hospitals
(8) Independent Laboratories
(9) Chiropactors

Application for the following licenses may be made to the Division of Residential Care, Bureau of Medical Services, Department of Human Services, Station #11, Augusta, Maine 04333 (Tel. 289-2821).

(1) Boarding Homes
(2) Adult Foster Homes

Under the "Maine Certificate of Need Act of 1978," 22 M.R.S.A. §301 *et seq.*, the Office of Health Planning and Development performs research and makes recommendations to the Commissioner of Human Services to either issue or deny a Certificate of Need for proposed major construction or modifications of health care facilities and changes in health care services.

PUBLICATIONS:

Publications available from the Bureau of Medical Services are as follows:

Maine Medical Report
Bureau of Medical Services News
Maine Medical Assistance Manual
Regulations for the Licensure of General and Specialty Hospitals
Regulations Governing the Licensing and Functioning of Skilled Nursing and Intermediate Care Facilities

- Regulations Governing the Licensing and Functioning of Intermediate Care Facilities for the Mentally Retarded
- Regulations for the Licensing and Operation of Boarding Homes
- Principles of Reimbursement for Long Term Care Facilities (SNFs, ICFs)
- Principles of Reimbursement for Intermediate Care Facilities for the Mentally Retarded
- Policies for Boarding Care Facilities on Cost Reimbursement
- Rules and Procedures for the Approval of Adult Foster Care Facilities

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,865,357	1,719,372			2,145,985	
Health Benefits	224,045	99,389			124,656	
Retirement	651,870	291,991			359,879	
Other Fringe Benefits	18,745	7,384			11,361	
Computer Services—State	1,729,719	503,787			1,225,932	
Other Contractual Service	4,010,354	3,059,199	34,820		916,335	
Rents	201,099	95,129	40		105,930	
Commodities	78,440	75,050			3,390	
Grants—Subsidies—Pensions	285,441,024	84,556,212	965,440		199,919,372	
Equipment	8,141	1,382			6,759	
Interest—Debt Retirement	200				200	
Transfers to Other Funds	82,855		148		82,707	
TOTAL EXPENDITURES	296,311,849	90,408,895	1,000,448		204,902,506	

OFFICE OF PROGRAMS (HUMAN SERVICES)

DOUGLAS PORTER, DEPUTY COMMISSIONER

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Sunset Review Required by: June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144S; *Citation:* 22 M.R.S.A., Sect. 3

ORGANIZATION: The Office of Programs (Human Services) includes the Bureau of Social Services, Bureau of Rehabilitation, Bureau of Income Maintenance, Bureau of Maine's Elderly, Bureau of Health and Bureau of Medical Services. The Deputy Commissioner has overall responsibility for the management of these Bureaus, for the operation of the Department's programs across the State and responsibility for the Office of Alcohol and Drug Abuse, Office of Administrative Hearings, Office of Vital Statistics, and Office of Health Planning and Development.

PUBLICATIONS:

1986 Maine Social Services Report in conjunction with the Division of Community Services and Department of Mental Health and Mental Retardation—free.

1986 Medicaid Program Report—free.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Department of Human Services.

OFFICE OF PUBLIC AFFAIRS AND COMMUNICATIONS (HUMAN SVCS.)

DOUGLAS G. WRIGHT, DIRECTOR
ROY A WHITCOMB, JR., Deputy Director

Central Office: 221 State Street, Augusta *Telephone:* 289-3707
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established Date: 1966

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144C; *Citation:* 22 M.R.S.A., Sect. 3

Average Count—All Positions: 5 *Legislative Count:* 5

PURPOSE: The purpose of the Office of Public Affairs and Communications is to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of departmentwide newsletter, as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the department; and to maintain audio-visual equipment inventories for departmental-wide use.

ORGANIZATION: This unit was first formed in 1972 as the Office of Information and Education. In 1975 its title was changed to the Office of Public Affairs and Communication. The staff consists of a director, a public relations specialist and two secretaries. A deputy commissioner is in charge of the unit's administration.

PROGRAM: During the 1986-1987 period the office produced four quarterly newsletters for all organizations and workers concerned about department affairs, at least six news releases a month on department affairs, developed awareness campaigns for three department programs (prenatal care, child support and child health), designed posters and supporting brochures for the child support program and held six press conferences in major media centers of the state.

PUBLICATIONS:
News Quarter (spring, summer, fall and winter editions)

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Department of Human Services.

PUBLIC HEALTH LABORATORY (HUMAN SERVICES)

JOHN A. KRUEGER, Acting Director

Central Office: 221 State St., Augusta *Telephone:* 289-2727
Mail Address: Statehouse Sta. #12, Augusta, Maine 04333

Established: 1902 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144Y; *Citation:* 22 M.R.S.A., Sect. 561

PURPOSE: The primary function of the Public Health Laboratory is to provide a variety of laboratory services such as chemical, biological or radiological analyses at nominal cost within the State of Maine. Financially, the fee-for-service system, initiated in fiscal year 1975, now funds 63% of the Laboratory's operating expenses while the remainder comes from state (34%) and federal (3%) sources. The Laboratory continues to be challenged by its need to cover the costs of operation while maintaining service charges low enough to serve a public health function for its many users, which include various state agencies.

ORGANIZATION: In the period between 1892-1898, Maine reported 9,735 deaths due to tuberculosis alone, while 6,266 deaths were attributed to other infectious diseases, especially measles, scarlet fever, influenza, whooping cough, diphtheria and typhoid fever. The State Board and local boards realized that there was a need for a fully equipped bacteriological and chemistry laboratory and strongly urged the establishment of such an organization. This organization could provide chemical and bacteriological analysis on water samples, analyze food for purity and prevent adulterations, test the efficacy of various disinfectants and diagnose bacterial diseases. Major advances in the knowledge of the causes of infectious diseases make the diagnosis of bacterial disease an important part of public health. Because of this need, in 1902 the Laboratory of Hygiene was created under the supervision of the State Board of Health. However, the functions were strictly limited since in 1906, the Laboratory was authorized to perform only chemical analysis of water and the bacteriological examination of sputum for tubercule bacillus, of blood for the Widal typhoid reaction and of throat swabs for the diphtheria bacillus. In 1917, the Laboratory of Hygiene was placed within the Department of Health which replaced the State Board. In 1969, the Public Health Laboratory moved into new facilities in the Health and Welfare (now Human Services) building consolidating all departmental laboratories. At the present time, the Public Health Laboratory is organized in the following manner:

Clinical Microbiology
    Virology (includes Serology)
    Bacteriology/parasitology
    Mycobacteriology/mycology/rabies
Laboratory Improvement Program
Water
Pesticides
Chemistry

PROGRAM:
Virology Section

Since 1970 when the virology section was first formed, the section has offered a variety of services which could not be routinely performed at the average hospital laboratory to aid in the diagnosis of clinically ill patients suffering from an acute infectious viral disease. The section is organized along traditional procedures used to diagnose viral (sometimes nonviral) diseases in the laboratory: (1) isolation, culture and identification of the agent; (2) demonstrating the significant increase in serum antibodies during the course of illness in a patient to a particular agent; (3) direct examination of clinical materials for the presence of a particular agent. The last procedure is the most rapid procedure but is generally limited to a few diseases at the present time (e.g., rabies, legionella, herpes, encephalitis, etc.).

Virus isolation involves a variety of clinical specimens such as throat swabs, rectal swabs, vesicle fluid, cerebral spinal fluid, tissues, etc., which are then processed and inoculated into suitable animal cell culture for isolation and identification. The most frequent virus isolates are herpes simplex virus, influenza viruses, parainfluenza virus, and enterovirus.

Serologic testing involves a wide variety of tests involving virus and non-viral agents. The tests are designed to either diagnose a recent infection or to provide evidence of past infection to differentiate immunity/susceptibility in individuals. Hospitals are now requesting that their employees be screened to determine whether they are immune to rubella, measles or chickenpox since outbreaks involving these viruses are capable of easily involving hospital patients.

A major public health problem now receiving national and international attention because of the large number of cases involved and fatal consequences is acquired immune deficiency syndrome (AIDS). The Virology Section is testing for serum antibody against the human T-lymphotrophic virus (HTLV-3) or human immunodeficiency virus (HIV) which is the agent responsible for the disease using the enzyme immunoassay (EIA). In late 1986 a Western Blot test was made available in-house to confirm true positive cases. In FY 1986-87, over 5,000 serum specimens were tested for HIV infection. Around 50 cases of clinical AIDS have been reported in this state to date.

Several other sexually transmitted diseases which are of public health importance are herpes simplex, syphilis and chlamydia. The importance of screening pregnant women for primary or recurrent herpes simplex infection in the genital area is to minimize the risk of neonatal herpes which can be devastating to the health of the child resulting in death or permanent brain damage if the infant were to be infected during the delivery process.

Bacteriology/Parasitology

The bacteriology/parasitology section provides a variety of services to the State of Maine. Specimens for examination are received from different public and private agencies, doctors, hospitals and clinics. These specimens come from numerous sources such as foods, human, animal or environmental. The following is a general list of capabilities:

1. **Parasitology**	Identify helmiths (worms) like tapeworms or round worms. Examine stools for ova (worm eggs) or protozoa. Protozoans cause amoebic dysentery and giardiasis.
2. **Foodborne Illness**	Analyze foods for foodborne bacteria that cause disease. Bacteria that cause botulism, bacillary dysentery and typhoid fever are examples.
3. **Neisseria gonorrhoeae**	Examine slides and cultures for identification. Do drug sensitivity testing on all positive cultures.
4. **Special Bacteriology**	Identify bacteria that require special procedures. Bacteria that causes whopping cough, meningitidis, plague and brucellosis are just some examples.
5. **Enteric Bacteriology**	Identify bacteria that cause typhoid fever, bacillary dysentery and Yersiniosis.
6. **Anaerobic Bacteriology**	Identify bacteria that cause botulism and gas gangrene.

Mycobacteriology, Rabies, Mycology

The Tuberculosis Laboratory provides support to the Bureau of Health as well as a service to doctors, hospitals, and clinics. Since *Mycobacterium tuberculosis* may invade any organ of the body, such varied specimens as sputum, all body fluids, pus, urine, and tissues may be sent to the laboratory for examination. The laboratory identifies other mycobacteria as well as *M. tuberculosis*. Drug susceptibility studies are performed on all mycobacteria. The trend indicates a steady increase in the isolation of *M. tuberculosis* and atypical mycobacteria from the general population. There was a noticeable increase in the number of atypical mycobacterial isolates over the previous year. This trend is expected to continue because of the number of immunosuppressed patients who are susceptible to many diseases.

Rabies diagnosis in animals is performed at the request of individuals, physicians, or veterinarians as well as the Department of Agriculture when an exposure or potential risk is indicated. In the last 3 years we have had only 3 positive bats, which is a big drop from previous years. The average for the preceding five years was 20 with the highest number being in foxes.

In the Mycology Laboratory, clinical and reference diagnostic services are provided to doctors, hospitals, and clinics. There is more demand in the identification of mycology cultures, therefore, our numbers of specimens received increased by approximately 21% for this fiscal year.

Laboratory Improvement Program

Program Activities and Responsibilities:

1. Annual evaluation and certification of 28 drinking water/environmental laboratories.
2. Annual evaluation of 4 hospital and 9 independent clinical laboratories for State and Federal licensure and Medicare certification programs.
3. Assists the Maine medicaid program by providing consultation in lab reimbursement and by evaluating physician's office laboratories in fraud and abuse cases.
4. Sponsors, coordinates and conducts educational programs for laboratorians.
5. Prepares and edits *Lab Gab*, a quarterly newsletter which is sent to hospitals, private laboratories, pathologists, State PHL directors and other interested parties (available free of charge).
6. Monitors proficiency testing performance for clinical and environmental (water) laboratories.

Water Lab

The Water Lab provides a wide range of testing to public water systems and to private well owners as well as providing support to the Bureau of Health and other departments of the state government.

The Lab tests for organic, inorganic and microbiological contaminants using modern instrumentation such as atomic absorption, gas chromatograph, autoanalyzer and specific ion. In the future, the increasing workload will be met with more automation and computerization including a personal computer at each work station to facilitate reporting of results.

There has been an increase in public awareness toward organic pollutants, especially gasoline in drinking water and this has caused an increase in samples received at the Lab. Besides drinking water, the Water Lab also does dump leachate, sewage and tissue samples for a number of state agencies and the general public.

Department Supported	**Support Activities**
Transportation (Well Claims Div.)	Test for road salt
Marine Resources	Trace metals in shellfish
Environmental Protection	Hydrocarbons and VOC's in water
Fish and Wildlife	Trace metals in deer and moose liver
Health Engineering	Test of water companies, trailer parks and other water supplies for compliance with state regulations

Pesticides

The pesticide laboratory section of the Public Health Laboratory was established in 1969 to service the state's needs for a facility capable of analyzing pesticide residues in the environment. At present, it is the only "full time" pesticide residue laboratory in Maine. Certified by E.P.A., recent emphasis has been to monitor surface and ground water supplies for residues of a wide range of agricultural chemicals used on farm commodities grown in our state. It also serves as the analytical arm for the regulatory efforts of Board of Pesticide Control, testing food products as well as soil and water for evidence of pesticide misapplication. It has also served the Department of Conservation's Spruce Budworm Program and the University of Maine in their research projects. It welcomes inquiries and requests for analyses from members of the general public who have valid concerns about the purity of their drinking water or pesticides used in their home environment.

All testing, either for government agencies or for the public are performed on a fee-for-service basis with costs being agreed upon between the parties prior to start of work.

Chemistry

The Chemistry Section of the Public Health Laboratory is a well-equipped analytical laboratory with modern instrumentation including IR/UV/VIS spectrophotometry, gas chromatography, high pressure liquid chromatography, and gas chromatography/mass spectrometry.

The Laboratory analyzes such diverse samples as seaweed for radiation to urine for drugs. The most rapidly growing program has been the testing of homes for radon in water and air.

The addition of new analytical equipment has increased the speed and sensitivity of urine drug testing. We currently analyze urine samples from drivers for the Maine State Harness Racing Commission. In addition we support the following programs:

Program Supported	**Support Activities**
Public Safety	Drug identification for law enforcement agencies Certification of analysts for drug identification Blood and breath alcohol analyses Certification of analysts for alcohol testing Approval and repair of Intoxilyzers Arson analyses
Chief Medical Examiner	Drug toxicology
Agriculture	Harness racing horse/driver drug toxicology Daminozide screening

Health Engineering

Public Health Nursing
General public/various
State agencies

Pesticide testing
Radiation monitoring
Indoor air testing for volatiles
Lead/EP screening
Bulk asbestos screening
Radon/radiation testing

LICENSES, PERMITS, ETC.

- License:
  - Independent Clinical Laboratory
- Certificate:
  - Blood Alcohol Phlebotomist
  - Blood Alcohol Analyst
  - Drug Analyst
  - Breath Alcohol Testing Equipment
  - Water Testing Laboratory

PUBLICATIONS:

LAB GAB—quarterly newsletter—sent to hospitals, private laboratories, pathologists, State Public Health Laboratory Directors and other interested parties. (Available free of charge.)

A Correlation and Study of Blood and Breath Alcohol Testing (Available free of charge.)

Directory of Laboratory Services—Maine State Public Health Laboratory (1987). (Available free of charge.)

Rabies informational booklet. (Available free of charge.)

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $1,638,444 in FY 87 and are, by administrative decision, included with those of Bureau of Health.

DIVISION OF PUBLIC HEALTH NURSING

HELEN ZIDOWECKI, DIRECTOR

Central Office: 157 Capitol Street, Augusta *Telephone:* 289-3259
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 147; *Citation:* 22 M.R.S.A., Sect. 1961
Average Count—All Positions: 65.7 *Legislative Count:* 65.7

PURPOSE: The responsibilities of the Division of Public Health Nursing are as follows: to establish standards for nursing programs carried out by the department pursuant to state and federal laws or regulations, to provide community nursing services primarily related to communicable diseases, the health of mothers and children, and refugee health. The Division also has the responsibility of informing the community of nursing agencies and to provide nursing services, and technical assistance.

ORGANIZATION: The Director, Bureau of Health, hires the Director of Public Health Nursing, who is licensed as a registered nurse in the State and has education and experience in public health nursing.

The Division is made up of 3 full-time professionals (2 consultants, 1 director), three clerical central office staff; 6 supervisors, 52.2 fulltime equivalent public health nurses, and 7.5 clerical positions in the eighteen field offices.

PROGRAM: The focus of the Division of Public Health Nursing is on preventive nursing services, specifically child health services, and disease control. The Division is involved in programs of prevention and detection such as lead poisoning, sudden infant death syndrome, and the development of standards of nursing in community health.

Direct services to all ages rendered by the Division are provided through direct visits to patients, and through clinic activities. Consultation is provided to Community Nursing Agencies, and other parts of the Department.

During FY 87 approximately 5,000 direct visits were made to 6000 clients in connection with communicable disease control (such as tuberculosis and venereal disease), maternal and child health (pregnant women, newborns and infants, premature births, sudden infant death—children under Handicapped Children's Services, etc.), Lead Poisoning Program, mental and emotional health and health promotion (visits to well people with the focus on prevention of health problems). Clinic activities include preschool clinics (about 44 locations, 400 sessions, 4000 children), tuberculosis clinics and handicapped children clinics (such as cardiac, orthopedic, child development, cleft palate and cystic fibrosis). Additional services include school health nursing in small school systems, active participation with the Preschool Coordination Site services funded through the Interdepartmental Coordinating Committee for Preschool Handicapped Children, and a specific newborn referral system.

The Division of Public Health Nursing is increasingly becoming involved in standards-setting for nursing practices in the field and, to this end, the Division has developed policies and procedures for visits in these areas. The Division collects data in areas of sudden infant death, well-child care, and services to high risk infants, to name a few. These activities, in addition to organizing clinics for immunization for children, detection of tuberculosis, and the overall coordination of nursing services on a community-wide basis, constitutes the emerging role for the Division's nurses. The Division is involved with various other Departments and agencies in providing coordinated services.

Accomplishments in FY 87:

Administratively, the Division of Public Health Nursing (DPHN) joined the Department of Human Services (DHS) Integrated Case File. The impact is the addition of data entry as part of DPHN clerical staff functions, without decreasing any other workload, and in regular data management within DPHN (caseload lists) as well as between programs. DPHN has also been more involved in policy development with other governmental units, such as participation on advisory committees, and staff PHNs attending TB Consultants' meetings. DPHN personnel have attended intensive workshops; namely regarding maternal and infant health series (7 days), epidemiology (7 days) and infant mental health (4 days). DPHN increased clinical experience for schools of nursing and medical residents, and observations for hospital personnel, and community people regarding public health nursing.

DPHN has been increasingly involved in clinic activities, ranging from implementation of a new Southeast Asian Clinic at Maine Medical Center, to increased number of sessions at the Child Development Clinics, increasing sessions and demands for Well Child Clinics/immunization clinics, especially when DTP Vaccine was not readily available to physicians.

Two major programmatic changes relate to children's services. The first is strengthening of the newborn referral system, including inservice with hospitals, assignment of liaisons to communicate with hospitals at least weekly, increasing involvement with the Preschool Coordination Sites under the Interdepartmental Coordinating Committee on Preschool Handicapped Children. This referral system expands referrals for just diagnosed problems to prevention of health problems. The second relates to certification of nurses who are providing school nursing services, related to a recent law.

The above activities have required changes in workloads and priorities, with the concern that we may be seeing more people but less intensively than previously.

PUBLICATIONS:

Brochure: "Public Health Nurses In Your Community"—free
Brochure: "The Public Health Nurse And A Visit To You And Your Baby"—free

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

ADVISORY COMMITTEE ON RADIATION

DR. RICHARD OVERGAARD, D.M.D.

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Radiation Control Program, Statehouse Sta. #10, Augusta, Maine 04333-0010
Established: May 25, 1983
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 474; *Citation:* 22 M.R.S.A., Sect. 675
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Advisory Committee on Radiation was established to make recommendations to the Commissioner of the Department of Human Services, and to furnish such advice as may be requested by the Department on matters relating to the regulation of sources of radiation.

ORGANIZATION: The authority to appoint an Advisory Committee on Radiation was established by an Act of the Legislature and became effective on May 25, 1983. By statute the Advisory Committee on Radiation consists of 5 members with training and experience in the various fields in which sources of radiation are used. All five of the members have been appointed, with an effective date of October 22, 1984.

PROGRAM: The Advisory Committee on Radiation has met twice during FY 87. Input and advice to the Division of Health Engineering has included comments to the Division's rules relating to Radiation Protection, and input into other areas such as nonionizing radiation, radiation environmental surveillance, obtaining agreement state status with the U.S. Nuclear Regulatory Commission, low level waste issues, and radon surveillance.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $50.16 in FY 87 and are, by administrative decision, included with those of the Division of Health Engineering, Department of Human Services.

DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)

ROBERT R. NADEAU, DIRECTOR

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Sunset Review Required by: June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144R; *Citation:* 22 M.R.S.A., Sect. 3

PROGRAM: This unit is responsible for providing generic administrative support services to all program units housed in the five regional offices as well as branch offices in each region. Its major functions fall into five categories: (1) reception services, (2) personnel services, (3) fiscal services, (4) office services, and (5) plant management services. These services, provided for the comfort of the public as well as staff, are offered in Portland, Biddeford, Sanford, Lewiston, Mexico, Farmington, Augusta, Skowhegan, Rockland, Belfast, Bath, Bangor, Ellsworth, Dover, Lincoln, Machias, Calais, Houlton, Presque Isle, Caribou, and Fort Kent. These several offices enable the public to receive services in all areas of the state.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	21,501,303	15,274,295			6,227,008	
Health Benefits	1,204,209	843,317			360,892	
Retirement	3,649,215	2,618,093			1,031,122	
Other Fringe Benefits	103,926	60,183			43,743	
Computer Services—State	165,015	28,000			137,015	
Other Contractual Service	2,964,286	1,995,108			969,178	
Rents	1,704,570	835,685			868,885	
Commodities	128,234	84,931			43,303	
Grants—Subsidies—Pensions	268,536	195,219			73,317	
Equipment	41,497	25,819			15,678	
Interest—Debt Retirement	116	116				
Transfers to Other Funds	172,423				172,423	
TOTAL EXPENDITURES	31,903,330	21,960,766			9,942,564	

BUREAU OF REHABILITATION

ROBERT McKEAGNEY, DIRECTOR
JOHN SHATTUCK, Deputy Director

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-2266
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 152; *Citation:* 22 M.R.S.A., Sect. 3052
Average Count—All Positions: 262 *Legislative Count:* 275
Organizational Units:

- Division of Disability Determination Services
- Division of Deafness
- Vocational Rehabilitation Services
- Division of Eye Care
- Division of Welfare Employment

PURPOSE: Through the authority vested in the Commissioner of Human Services, the Bureau of Rehabilitation consolidates the administration of various State rehabilitation services available to handicapped and disadvantaged individuals. The Bureau is authorized to provide a comprehensive program of rehabilitation services, including independent living services, vocational rehabilitation services, and provide evaluation and work adjustment services for purposes of the Federal Rehabilitation Act and the Social Security Act and their amendments and additions. The Bureau also makes determination of disability as required under these Acts, applies for and receives Federal assistance under these Acts, and cooperates with the Federal Government in carrying out the purposes of any Federal statutes pertaining to vocational rehabilitation. Furthermore, the Bureau provides a specific program of services to visually handicapped individuals. The Bureau also administers a program of education, training, and job placement for welfare recipients to enable them to become self-sufficient. Lastly, the Bureau coordinates the services of the Governor's Committee on Employment of the Handicapped.

ORGANIZATION: The Bureau of Rehabilitation originated in 1921 with the creation of the Vocational Rehabilitation Division under the general supervision of the State Board of Education. In 1969, legislation directed that a functional unit of rehabilitation services be created within the Department of Health and Welfare and that a Vocational Rehabilitation Services unit also be created in the Department to administer services related to Federal vocational rehabilitation programs. This legislation resulted in the establishment of the Bureau of Rehabilitation and the transfer of the Vocational Rehabilitation Services to the Department and placed administratively within the new Bureau. The Division of Disability Determination Services, while operating as a small unit of the Department since 1956, was also made an administrative unit of the Bureau at that time. The Division of Eye Care was added to the Bureau in 1970, Division of Deafness in 1982, and Division of Welfare Employment in 1984.

All of these programs have the goal of assisting handicapped and disadvantaged people to function at their highest level of potential.

PROGRAM: The programs of the Bureau are conducted through several service areas:

Rehabilitation Services Program. The goal of Vocational Rehabilitation (VR) Services is to assist individuals who are handicapped by a physical, mental, or emotional impairment to prepare for and obtain suitable employment. These services include, but are not limited to, evaluation of rehabilitation potential to determine eligibility, as well as the nature and scope of services to be provided; counseling and guidance; physical and mental restoration; vocational training; occupational licenses; tools and equipment; job placement and post-employment assistance enabling individuals to maintain employment. VR also administers facility services which are implemented through grant awards and fee-for-service agreements with private non-profit agencies which provide an array of services to assess rehabilitation potential, develop social and vocational skills, provide transitional and sheltered employment and prepare people with disabilities for the job market.

Under the auspices of the Rehabilitation Services Program, the Bureau provides a broad spectrum of programming which is not necessarily vocationally based but addresses the needs of people who have a disabling condition to be as independent as possible. These services include an independent living program; personal care attendance; the hearing impaired children's program; telecommunication devices for deaf people; orientation and mobility training for people with vision impairments and technical assistance in providing barrier-free structures.

These programs assist severely disabled people to remain at home or in the community, thus avoiding the necessity of placement in nursing homes, hospitals, or other institutions away from home and family.

In the context of providing services to people with handicaps and placing them in employment, the Bureau supports the Office of State Handicapped Accessibility. Staff of this office assist organizational recipients of federal funding to comply with Section 504 of the Rehabilitation Act of 1973 which requires that they provide employment and accessibility to qualified handicapped persons.

Division of Eye Care. The Division of Eye Care was established legislatively to provide a program of services to blind citizens, including the prevention of blindness, the location and registration of blind persons, and the provision of special services including education services to blind children ages 0-21. The Division also provides vocational guidance and training, including the instruction for adults in their homes. Other services include placing blind persons in employment, including installing vending facilities in public buildings to be operated by a blind person licensed by the Division, assisting people with blindness in marketing the products of home industries, and providing other social services. (See additional report following this section.)

Division of Deafness. The Division of Deafness was legislatively established in 1985 to provide a program of services to people who are deaf and hearing impaired. The Division maintains an up-to-date registry of deaf persons and operates "hearing dog" and interpreter service programs. Telecommunication devices for people who are deaf (TDD) are provided through a cost sharing and loaner program. Identification cards are available free of charge to assist deaf people in emergency, medical, social, or legal situations where an interpreter is needed. A separate ID card is available for owners of "hearing dogs". In addition, any eligible deaf or hearing impaired person may receive the full range of vocational rehabilitation services required to meet individual needs. The Division also provides evaluation and services to hearing impaired deaf children whose loss is sensorineural in nature.

Division of Welfare Employment (DWE). This Division offers an array of employment related services designed to enable welfare recipients to become self-sufficient and to eliminate their dependency on public assistance. Services to the Division are designed to define an individual's employability and to meet their employment related needs for education, training, and support services. The program teaches job search skills, develops and reinforces a positive self-image, trains people to perceive job interviews from the employer's point of view, provides education and skill training and maintains job seekers support groups. The Division also has the authority to make creative use of federal and state subsidies for employers and for welfare recipients seeking jobs. (A more complete description is included under the listing for the Division of Welfare Employment).

Division of Disability Determination Services (DDS). Disability Determination Services is a state agency regulated by the Social Security Administration to adjudicate all Social Security Disability Insurance and all Supplemental Security Income claims. Through a process of medical record review and medical consultation, the program determines the eligibility of individuals for these two Social Security benefits. Although quality and quantity goals are mandated by the federal Social Security Administration, DDS has a continuing goal of serving the public by giving fair, timely, and accurate disability decisions to all who apply for disability benefits.

PUBLICATIONS:

Each program publishes brochures describing its services and eligibility requirements. Assorted educational pamphlets are also available on many disabling conditions as well as descriptive reports and publications promoting general public awareness. Most publications are free and may be obtained during working hours in the respective program offices.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF REHABILITATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,881,697	781,818			4,099,879	
Health Benefits	278,221	27,804			250,417	
Retirement	831,666	133,886			697,780	
Other Fringe Benefits	18,355	1,922			16,433	
Computer Services--Comm	818	147			671	
Computer Services—State	94,823	91,358			3,465	
Other Contractual Service	2,082,427	654,409	13,600		1,414,418	
Rents	313,704	276,308			37,396	
Commodities	45,635	9,993			35,642	
Grants—Subsidies—Pensions	6,441,898	1,507,105	77,821		4,856,972	
Equipment	49,885				49,885	
Interest—Debt Retirement	1				1	
Transfers to Other Funds	58,127		365		57,762	
TOTAL EXPENDITURES	15,097,257	3,484,750	91,786		11,520,721	

SCIENTIFIC ADVISORY PANEL

ROBERT A. MICHAELS, CHAIR
NORMAN ANDERSON, CONTACT

Central Office: 157 Capitol Street, Augusta *Telephone:* 289-5378
Mail Address: Statehouse Sta. 11, Augusta, Maine 04333
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 476; *Citation:* 22 M.R.S.A., Sect. 1693A

PURPOSE: The major duties of the Scientific Advisory Panel are to act in an advisory capacity to the Director, Maine Bureau of Health, in assessing the human health impacts of hazardous air pollutants. In addition, the Scientific Advisory Panel may evaluate other environmental health problems, at the request of the Director of the Bureau of Health. The Panel meets on a bi-monthly basis.

ORGANIZATION: The Scientific Advisory Panel consists of seven members, appointed by the Commissioner of Human Services. Members represent a cross-section of various environmental health disciplines, including pulmonary medicine, toxicology, industrial hygiene, atmospheric chemistry, epidemiology, and molecular biology. The term of office is three years and may be renewed. Members of the Panel serve without compensation, but are entitled to reimbursement of expenses incurred in the performance of their duties.

PROGRAM: The Scientific Advisory Panel has given final approval for risk assessments on toluene and perchloroethylene, which were conducted by the Bureau of Health. These assessments have been sent to the Department of Environmental Protection. The Panel is currently reviewing the Bureau of Health's risk assessments on formaldehyde and wood smoke. It is also providing the Bureau with peer review on its risk assessment policy, and is helping the Bureau to organize a workshop on the health effects of wood smoke, scheduled to take place in the fall. All of these activities should be completed by the end of the year, after which the Panel will initiate its review on the next pollutants scheduled for risk assessment.

FINANCES, FISCAL YEAR 1987: Expenditures of this unit are included with those of the Bureau of Health.

BUREAU OF SOCIAL SERVICES

PETER E. WALSH, DIRECTOR
HARMON D. HARVEY, Deputy Director

Central Office: Human Services Bldg., Augusta *Telephone:* 289-5060
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 148; *Citation:* 22 M.R.S.A., Sect. 5308
Average Count—All Positions: 98 *Legislative Count:* 115

PURPOSE: The Bureau of Social Services, with the advice of the Maine Human Services Council and the Maine Committee on Aging and subject to the direction of the Commissioner of Human Services, is authorized to establish the overall planning, policy, objectives and priorities for all functions and activities relating to human services, including services to older people funded by the Federal Social Services Block Grant (SSBG). The Bureau also encourages and assists development of more effective and coordinated use of existing and new resources and social services available to Maine residents, and serves as a clearinghouse for information related to social services and gather knowledge and statistics, prepare, publish and disseminate educational materials dealing with social services. Additionally, the Bureau convenes and conducts conferences concerned with the development and operation of social service programs intended to benefit citizens, and provides or coordinates the provision of information, technical assistance and consultation about social services to public and private non-profit organizations; to administer any State plans required by the Priority Social Services Act of 1973 and the SSBG as amended and to administer State or Federal programs or Acts relating to human services which are not the specific responsibility of another State agency. Also the Bureau assists the Legislative and Executive branches of State Government to coordinate all government efforts relating to human services, except services to older people, and conducts a continuing evaluation of the social services programs and activities affecting Maine residents and prepare, adopt and administer policies, procedures, rules and regulations to govern the development and operation of such programs and activities. Furthermore, the Bureau administers within any specified limitations any funds from any source for the benefit of Maine residents in need of social services and develops, in cooperation with the other agencies, a plan for meeting the needs for trained personnel in the field of social services and to conduct and provide for the conducting of such training.

ORGANIZATION: The Bureau of Social Services was established as the Bureau of Human Services by statute in 1974 as a separate and distinct organizational unit of the Department of Health and Welfare (now the Department of Human Services). Among its responsibilities were those formerly assigned to the department's Office of Resource Development which was created in 1973 to administer the state's new Priority Social Services Program. During the 1974 transition period the office continued to function until the new bureau became operational near the close of FY 77 and then was disbanded.

The 107th Legislature changed the bureau's name to the Bureau of Resource Development. A departmental-wide administrative reorganization in early 1975 added to the bureau a Social Services Consultation and Policy Development Unit and assigned to the bureau many of the department's research, evaluation, and planning functions previously assigned to the Bureau of Social Welfare. A modest federal grant in 1974 enabled the bureau to begin the planning and development of a statewide information and referral system for all Maine citizens. The bureau was designated in March 1975 as the departmental unit responsible for administration and development of Maine's Title XX Comprehensive Annual Services Plan, in addition to the previously assigned IV-B Child Welfare Services Plan.

In 1979, by order of the Governor, the U.S. Department of Agriculture Child Care Food Program was transferred from the Department of Educational and Cultural Services to this bureau. This program provides federal assistance to food programs administered through a multitude of child caring agencies.

Also in 1979 the responsibility for statewide refugee coordination was accepted by the Governor from the federal government and assigned to the bureau which has resulted in services to over 1,100 Indo-Chinese, Cuban-Haitian, Poles and other refugees throughout the state. This program is administered by the bureau through various purchase of service agreements with community agencies.

In 1980 the 110th Maine Legislature renamed the bureau to the Bureau of Social Services.

PROGRAM: A major task of the Bureau has been to develop and administer Maine's Title XX plan. Title XX of the Federal Social Security Act was signed into law by the President in December, 1974, effective October 1, 1975. Title XX replaced Titles IV and VI of the Social Security Act, the previous funding source of much of the Department's human services. Although no additional funds were involved, Title XX presented both challenges and dilemmas for the Bureau. At stake were $16,300,000 annually in Social Services provided by the Department, other state agencies, and the private sector under a 3-1 Federal matching formula. Under the Bureau's and the Maine Human Services Council's leadership, Maine took the initiative in protesting Federal program regulations issued under Title XX which would have restricted services to thousands of Maine's poor and elderly. Although somewhat modified in their final form, these regulations do not adequately allow local flexibility in developing Maine's plan and may well be challenged in future sessions of Congress. The requirements of Title XX required, within a 90-day period, the development of a comprehensive State human services plan involving several hundred service providers. The Bureau, in cooperation with a task force of service providers, citizens, and consumers, and with the advice and input of the Maine Human Services Council and the Maine Committee on Aging, developed a plan which has been a model for other states and assures continued Federal support for human service programs in Maine. Key components of the plan include resource allocation by service area, identification of unmet needs, and an inventory of current services provided. The Bureau looks forward to continued refinement of this plan, including the development of a comprehensive statewide human services needs assessment.

The continued funding by the Legislature of Maine's Priority Social Services Program, with emphasis on service provision to rural areas, has given the Bureau a mandate to address a serious problem in human service provision in Maine. Rural areas under 10,000 population have traditionally had neither the local resources nor personnel to develop and fund basic human services such as meals, transportation, homemakers, day care, and mental health-mental retardation services. The Bureau has developed a plan under the Priority Social Services which will assure that Maine's rural residents begin to receive more of their fair share of human services.

With the availability of additional Federal dollars specifically for child care services the Bureau has experienced an expansion of this critically needed service. The Bureau continues to actively support the need for permanent availability of these additional dollars through increase in Title XX ceiling and eventually the SSBG.

Studies on child abuse and neglect and later abuse and neglect of adults, have focused attention on the need to expand the Department's capability to address particularly the preventative aspects of this vulnerable target population. A 24-hour capability for response has been operative since 1977. Expansion of staff was possible primarily through commitment of a portion of available Title II—Anti-recession Act funds. The Bureau has now received permanent supportive funding for this service through State appropriations.

The Bureau continues to explore better methods of service delivery. This process requires continuous research as to people's needs and evaluation of the program in meeting those needs.

The passage of comprehensive adult and child protection statutes by the Maine Legislature has led to increased responsibilities for the implementation and interpretation of programs designed to protect the safety and well being of those Maine citizens who are unable to protect and take care of themselves. Major emphasis has been placed on defining the legal and social responsibilities and ensuring the cooperation and education of public and private agencies and the general public in meeting the needs of these citizens.

Division of Child and Family Services. This division is responsible for policy development, implementation, and quality assurance of child and family services programs administered and delivered by central office and regional offices direct service, management and administrative staff. This includes administration of approximately $23 million in state and federal funds including federal title IV-B and IV-E. Services under the responsibility of this division include child protective services to children and their families where there are allegations of suspected abuse and neglect as defined in Maine statutes, foster care and residential treatment services for children, adoption and adoption assistance, licensing of foster homes and child placing agencies, recruitment and training of foster families, and administration of the Interstate Compact on Placement of Children and the Interstate Compact on Adoption and Medical Assistance.

Division of Adult Services. This division is responsible for policy development, interpretation, implementation, and monitoring of all services to adults administered through direct service staff of regional offices. It includes responsibility for providing technical assistance to staff, for working with the office of the Assistant Attorney General for determining appropriateness of petitions for public guardianship and conservatorship under the Adult Protective law. Although some services directed at adults under the auspices of this bureau are considered supportive, the priority focus on services is for the protection of adults. In addition, this division arranges for the provision of therapeutic services in licensed facilities for adult protective clients.

Division of Purchased and Support Services. This division is responsible for the administration of more than $12 million in state, federal, and local funds under the SSBG, the state Priority Social Services Act, the Refugee Resettlement Program, and the Family Services Prevention Program. It also is responsible for the Office of Child Care Coordination, which was created by the Legislature in 1986. It works with private and public agencies seeking to contract with DHS to provide services eligible for funding under the above mentioned programs. It is responsible for the negotiation, administration, and monitoring of contractual services with these community agencies. It is also responsible for licensing of day care facilities and child care facilities, including nursery schools.

LICENSES, PERMITS, ETC.:

Licensing Unit
- License:
  - Children's Homes
  - Children's Residences
  - Day Care Centers (for Non-Recurring Clientele)
  - Family Day Care
  - Group Day Care
  - Nursery School
  - Child Placement Agency

PUBLICATIONS:

Final State Plan—Social Services Block Grant Plan Report—Social Services Programs—Fee Undetermined.

Annual Statewide Child Welfare Services Plan

Refugee Resettlement Plan

Adult Services Annual Plan

Child Care Food Program Annual Plan

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SOCIAL SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,470,655	1,613,735			856,920	
Health Benefits	117,286	78,786			38,500	
Retirement	416,914	269,243			147,671	
Other Fringe Benefits	9,028	6,012			3,016	
Computer Services—State	98,204	92,716	35		5,453	
Other Contractual Service	1,547,399	1,237,054	16,962		293,383	
Rents	7,612	3,751	379		3,482	
Commodities	18,448	9,832	305		8,311	
Grants—Subsidies—Pensions	24,924,190	11,492,445			13,431,745	
Equipment	2,672	2,483			189	
Interest—Debt Retirement	95	95				
Transfers to Other Funds	45,024		560		44,464	
TOTAL EXPENDITURES	29,657,527	14,806,152	18,241		14,833,134	

OFFICE OF VITAL STATISTICS

ELLEN M. NAOR, STATE REGISTRAR AND DIRECTOR
MICHAEL FLEMING, Deputy Director
LORRAINE A. GERARD, Deputy State Registrar

Central Office: 151 Capitol St., Augusta *Telephone:* 289-3001
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1892 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 146; *Citation:* 22 M.R.S.A., Sect. 2701
Average Count—All Positions: 33 *Legislative Count:* 19
Organizational Units:

- Vital Records Unit
- Survey Operations Unit
- Technical Operations Unit
- Statistical Services Unit

PURPOSE: The Office of Vital Statistics provides and facilitates the use of quantitative information for planning, policy development, program management and evaluation within the Department of Human Services. It maintains a state-wide system for the registration of vital statistics. The State Registrar is also responsible for directing the activities of municipal clerks in the registration of vital statistics.

ORGANIZATION: The Office of Vital Statistics was established in 1892 to maintain a statewide system for the registration of vital statistics.

PROGRAM: The Office of Vital Statistics is composed of four units: Vital Records, Survey Operations, Technical Operations, and Statistical Services. The units function in a complementary manner to manage the State vital statistics system; to provide vital registration services for the general public; to collect, process, analyze, and disseminate quantitative data for policy development, planning, program management and evaluation in the areas of health and social services; and to provide technical assistance and consultation on survey procedures, statistical analysis, and systems development.

A major function of the Office during FY 1986-87 was continuing to develop and maintain core data needs for health and social services, program planning and management. Specific projects included vital statistics, population estimates and projections, demographic information, health status indicators, health care expenditure estimates, physician and dentist surveys, inventories of health care facilities of all levels, health facility utilization, and occupational health surveillance indicators.

The Office continued its regular program of collecting vital records, filing them, furnishing vital statistics data to the National Center for Health Statistics on magnetic tape and microfilm for the preparation of national vital statistics reports; initiated measures for improving compliance with the rules governing the registration of vital statistics; presented several workshops for municipal clerks on registration methods and automation; and continued operation of the Adoption Reunion Registry. As of July 1, 1987, the Registry had 485 applications on file, equally divided between adopted persons and biological parents. Three of the four matches the Registry has had to date involved the 9% of adoptees who were minor children whose adoptive parents had applied on their behalf.

During the past year, the Office completed collections and analysis of data on the characteristics of residents in small boarding homes; analyzed and published data on a survey of the health status and habits of pre-school children in the state; prepared long-range population projections and compiled and analyzed data from many sources for use in the Department's plan for the provision of long term care services; processed and analyzed data collected by the Childhood Mortality Prevention Program; initiated several studies on the quality of data reported on the birth certificate, with funding from the National Institute of Occupational Health and Safety, and continued its statistical investigations of possible excess mortality in certain occupations.

The Office continued to develop an overall data system for health planning and cooperated with many other health agencies in data collection. Staff provided research, statistical and technical services to the Bureaus of Health, Medical Services, and Income Maintenance. A number of statistical reports and directories were published. The Office continued a series of presentations for top level administrators in the Department to familiarize them with the technical, statistical and informational resources available through the Office and continued to work on an overall plan for the coordinated development of research and information processing activities within the Department.

LICENSES, PERMITS, ETC.: Certificates of live birth, death, and marriage. Official reports of fetal death, and spontaneous and induced abortion. Official records of divorce or annulment.

PUBLICATIONS:

Maine Vital Statistics, 1985—$7.00
Maine Vital Statistics, 1986—$7.00
Population Estimates for Minor Civil Divisions by County, 1985—$4.00
Maine Health Facilities: Resources and Utilization, 1985—$10.00
Guide to Health Information: Local and Independent Sources, 1986—$7.00
Population Projections by Minor Civil Divisions, Sex, Age Group and County, 1986-1995—$4.00
A Capsule of Health Information—1985—$1.00
Maine Early Childhood Health Survey: Executive Summary—$2.00;
Tabulations—$4.00-$13.00
Trends in Hospital and Nursing Home Care Expenditures, Maine, 1974 to 1984—$3.00
The Use of Death Certificates to Identify Occupational Sentinel Health Events—$2.00
Vital Statistics Registration in Maine; 1986 Digest of Laws and Regulations—Free

*Limited numbers of all reports are distributed free; additional printings are available upon request at cost.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Office of Management and Budget and the Office of Health Planning and Development.

DIVISION OF WELFARE EMPLOYMENT

LINDA WILCOX, DIRECTOR

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-2636
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: November, 1981
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144G; *Citation:* 22 M.R.S.A., Sect. 1
Average Count—All Positions: 58 *Legislative Count:* 3

PURPOSE: The Commissioner created the Division of Welfare Employment in November 1981 to carry out state and federal laws, regulations and policies concerning the employment, education and training of welfare recipients. In addition, the Commissioner sought to develop new approaches and programs to address the employment needs of welfare recipients.

ORGANIZATION: The Division of Welfare Employment is located within the Bureau of Rehabilitation. In addition to seven central office staff, 57 staff are located in regional offices (Portland, Lewiston, Augusta, Bangor and Presque Isle) and various itinerant points throughout the State.

The Division operates two major programs: the Welfare Employment, Education and Training Program (WEET) for recipients of Aid to Families with Dependent Children (AFDC); and the Food Stamp Employment and Training Program (FSET) for food stamp recipients. Both programs provide assessment, counseling, education and training referral, supportive services referral, job search assistance, job development, and resource development for program registrants. WEET is authorized by Part IV-C of the U.S. Social Security Act and by Maine Public Law 1981, Chapters 512, 617, and 730. FSET is authorized by the U.S. Food Stamp Act of 1977 as amended by the Food Security Act of 1985

Under WEET, the Division also operates two additional programs for AFDC recipients: the Employment Search Program under Title IV-A of the U.S. Social Security Act and a Grant Diversion/Work Supplementation Program under Title IV-A and pursuant to Maine Public Law 1983, Chapter 466.

PROGRAM: A description of Division programs follows:

WEET Program. In April 1982, the new WEET Program replaced the old WIN Program. During 1981 several things had happened which reflected a concensus that changes were needed. In June 1981, the Legislature enacted the Job Opportunities Act of 1981. This law is based on the premise that the State of Maine must place greater emphasis on education and training for AFDC recipients "with the goal of enabling them to become self-sufficient and to eliminate their dependency on public assistance." In October 1981, Governor Joseph E. Brennan applied to the Federal Government to participate in a national demonstration program. This has given the State a great deal of flexibility in the design and administration of the new WEET Program.

The Division of Welfare Employment is responsible and accountable for the entire operation of the WEET Program. In the past, the WIN Program was administered by two departments: Labor and Human Services. This resulted in duplication of administration costs and staff, differing philosophies and policies guiding the two sides of the program and inconvenience for clients who were ping-ponged between the two departments.

WEET provides the following services to AFDC recipients:

- —WEET works closely with AFDC recipients to assess their employability and their employment-related needs for education, training and support services and to develop plans for addressing those needs;
- —WEET provides job search assistance, on both a group and individual basis, to AFDC recipients;
- —WEET uses a case management approach, working with individual AFDC recipients to put together the particular mix of available employment, education, training and support services needed by the individual recipients; and
- —WEET functions as an advocate to ensure the availability of and accessibility to services and opportunities for AFDC recipients.

Work Supplementation Program. The Work Supplementation Program began in November 1985. It replaced Training Opportunities in the Private Sector (TOPS), a demonstration project, as the authority under which the State operates grant diversion. Grant diversion is a mechanism for increasing the scope of employment opportunities for AFDC recipients and applicants by productively converting income maintenance funds into wage subsidies to create job and training positions.

Employment Search Program. Participation in the Employment Search Program enables the Division of Welfare Employment to use AFDC funds to pay for some of the costs associated with both individual and group job search for AFDC recipients.

FSET Program. The Division began serving Food Stamp recipients in January 1983, after having been awarded a contract by the U.S. Department of Agriculture to participate in a national demonstration program to test various job search methodologies with Food Stamp recipients. Under the demonstration, the Division tested a group employment search activity called "Job Club." Following the demonstration, which ended in June of 1984, the Division operated a job search program for Food Stamp recipients which allowed them to choose to participate either in an individual, monitored job search or Job Club.

In April of 1987, the Division began operating FSET. The Food Security Act of 1985, which became effective on April 1, 1987, permitted much more latitude in designing a meaningful employment and training program for Food Stamp recipients. Earlier programs had been much more restricted in scope of services, being limited primarily to job search activities. The Food Security Act emphasized improving the employability of Food Stamp recipients and, as a result, FSET is able to provide comprehensive services similar to those provided to AFDC recipients in WEET. Although FSET funding is still more limited than funding for WEET, it is hoped that FSET services will continue to expand as funding from the USDA increases over the next several years.

Results of the Division activities in 1986:

	Recipients Served	Entered Employment
WEET	5,500	1,729
FSET	1,603	469

PUBLICATIONS:

Women, Work and Welfare, Final Report of the Work Opportunities Committee, June 1981.

A Report on Maine's Welfare Employment, Education and Training Program, submitted to: members of the 111th Maine State Legislature, January 1984.

The Work/Education Quarterly, Vol. 3, No. 1, 1984/85. Published by the Maine Occupational Information Coordinating Committee.

Maine. The Demonstration of State Work/Welfare Initiatives. Interim Findings from a Grant Diversion Project—Manpower Demonstration Research Corporation, Three Park Avenue, New York, New York 10016.

A Path to Self-Sufficiency for Maine's Welfare Recipients—An Interim Report, The Statewide Workgroup on Adult Welfare Recipients, September 1985.

(All publications are free and available from the Division of Welfare Employment.)

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Rehabilitation.

MAINE HUMAN SERVICES COUNCIL

DOROTHY B. LARRABEE, CHAIRPERSON
ROBERT A. FRATES, Executive Director

Central Office: 160 Capitol Street, Augusta; *Floor:* 1 *Telephone:* 289-2288
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 162; *Citation:* 22 M.R.S.A., Sect. 5313
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Human Services Council purpose is to assist the Executive and Legislative Branches of State Government on activities related to human development, such as education, energy, income, maternal and child health, mental handicaps and social services. The Council, as an independent board, takes action in the form of proposed budgetary, policy or legislative actions. Recommendations relate to state and federal plans, policies and programs; particularly state administered funds provided under federal block grants, the U.S. Social Security Act, and other health and human service programs. The Council conducts hearings and forums, and provides information to the public-at-large, national government, and the executive and legislative branches of State Government. The Council also serves as the performance review committee monitoring the development and award of agreements for purchasing community services from providers who are funded by state and federal funds.

ORGANIZATION: The Maine Human Services Council was established in 1974. It consists of seventeen members representing the Legislature, nongovernmental organizations, citizens-at-large, private groups and local public agencies concerned with human development. Members, except those representing the Legislature, are appointed by the Governor for terms of three years. The Governor designates the chairperson from among the appointed members. The Council meets monthly, and its subcommittees/task forces meet throughout the year.

During 1982, the Legislature completed the Sunset Review of the Maine Human Services Council. The Legislature authorized continuation of the Council.

PROGRAM: During the year ending June 30, 1987, the Maine Human Services Council continued activities to improve programs of health, income supplementation, mental development, social services, transportation, and community-based programs. Efforts focused on abused children, special needs children, mentally handicapped people, and low income people. Work concentrated on programs of the Department of Human Services, the Division of Community Services, and the Department of Mental Health and Mental Retardation, and the Department of Transportation. Priority activities of this independent board continue to be policy/budget/legislative analysis and technical assistance to the Legislature, the Governor, agencies of the Executive Branch and the public-at-large.

Goals and Objectives. The Council adopted goals and objectives at its September, 1986 annual meeting. A major twelve-month education and public information endeavor focused on community responses to human needs and the gubernatorial transition in state government. Of particular concern were multiple, interrelated problems that affect human development and poverty, such as alcoholism, child abuse, developmental disabilities, homeless people, teen pregnancy, teen suicide, and jobs. Other major efforts focused on improving management of programs through use of the Maine Social Services Report, streamlining/networking computer-based information processing; performing budget/policy analysis; and initiating a legislatively authorized review of endeavors directed to prevention of child abuse. Clearly the major goal of the year was convening a statewide conference which highlighted local efforts of neighbors helping neighbors through community responses to human needs.

Appropriations Affecting Human Development, Poverty and Related Problems. The Council encouraged administrative and legislative action to enact adequate financing of programs. Priority budget items recommended to the Governor and Legislature included: aid to families with dependent children, housing for the mentally handicapped, purchased social services, community mental health and retardation, children with special needs, and public transit. Also recommendations strongly supported early intervention and prevention of problems, as well as adequate pay for employees of private community agencies and appropriate action to meet the shortage of caregivers. The Council monitored actions related to the Health Care Finance Commission.

Sharing the Spirit of Success—A Conference Highlighting Community Responses to Human Needs. In September 1986 the Maine Human Services Council convened a statewide conference showcasing neighbors helping neighbors. Over 400 people from all counties participated in 16 workshops. 49 leaders of community endeavors shared ideas, practical knowledge, and expanded the process of networking by people to help people. The conference resource book, *A Sampler of Community Responses to Human Needs*, was reprinted and distributed to 1,500 elected officials, legislators and community leaders.

Effective Public Policy and Management of Programs. During the gubernatorial transition it was a high priority for the Council to support maintaining and improving effective human development policy and program management. This effort focused on maintaining a strong exchange of reliable information on public policies and budgets. Key components were the Maine Social Services Report, legislative studies, improved information processing, and a December 1986 statement adopted by the Council: *Making Maine Better Through Human Development.*

Maine Social Services Report. In order to adequately describe the current human development programs available to people, and to improve those programs, the Council emphasized preparation and wide distribution of the Maine Social Services Report. It is available in November of each year to assist state executive and legislative managers, as well as citizens, community leaders, and the boards of public and private agencies.

The Maine Social Services Report was prepared as a resource to assist budget and policy development. The unique report presents comparative information covering 4 years in a single document utilizing a uniform format. The report includes budget, policy, and program information describing the activities of the Department of Human Services, the Department of Mental Health and Mental Retardation, the Division of Community Services, and other state agencies related to human development.

Legislative Studies. Particular emphasis was given to supporting the Legislature's Audit and Program Review Committee study of child welfare. In July of 1987 the Council looks forward to initiating a legislatively authorized review of endeavors directed to prevention of child abuse.

Streamlining Information Processing. The Council monitored legislative and executive efforts to more effectively apply centralized and distributed computer main frames and microcomputers. Recommendations focused on compatibility of hardware and software, acquisition and operational standards, coordination of information, and networking. A major focus was to monitor and support preparation of a human development electronic resource database. It is to be available to assist client access to services and referrals by the public, public officials, and community and private agencies.

Families and Children's Services. The Council expressed its long standing commitment to families and children by integrating these concerns with various activities. High priority family and children's issues addressed were: increased financial support for needy Maine families, and increased use of existing resources to demonstrate simplified administration of multiple services to high risk teen parents. The Council asserts the position that the family and the home is the primary way of helping children, adults and the elderly to meet educational, developmental, income, health and social needs.

Review of Agreements to Purchase Services. The Council monitored the development and execution of contracts for community, income, medical and social services between state agencies and provider agencies. The Council worked to promote improved contract administration and policy, particularly regarding childcare, daycare, homecare, and transportation.

PUBLICATIONS: (All are available at no cost)

Child Abuse and Neglect Report
Maine's Hidden Poor in Substandard Housing
Statement of Concern on the Budget Process, 1978
Analysis of Insured People, Beneficiaries, Services and Payments under Maine's Medicaid and Catastrophic Illness Programs, 1979
Comments on the Proposed Title 20 Social Services Plan, 1978 and 1979, 1980
Neighbors Helping Neighbors With Energy-Resource Packet
Food Stamp Report

Maine Social Services Report, 1984, 1985, 1986, 1987
A Sampler of Community Responses to Human Needs, 1986
Making Maine Better Through Human Development, 1986

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN SERVICES COUNCIL	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds**	**Highway Fund**	**Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	64,127				64,127	
Health Benefits	3,609				3,609	
Retirement	11,786				11,786	
Other Fringe Benefits	329				329	
Computer Services—State	730	176			554	
Other Contractual Service	31,118	18,954			12,164	
Rents	12,449	12,864			—415	
Commodities	4,665	3,458			1,207	
Grants—Subsidies—Pensions	—1,330	—1,330				
Equipment	19,783	4,680			15,103	
Transfers to Other Funds	1,355				1,355	
TOTAL EXPENDITURES	148,621	38,802			109,819	

INFORMATION SERVICES POLICY BOARD

WILLI HARTUNG, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4550
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333
Established: July 1, 1986 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 357; *Citation:* 5 M.R.S.A., Sect. 1891
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Chapter 158 of the Public Laws which created the Office of Information Services also created the Information Services Policy Board to assist the Deputy Commissioner in meeting the purpose and mission of the chapter. The Board has responsibilities in the areas of establishment of standards, examination of centralization of data processing, development of the comprehensive plan, assistance in the development of and approval of rules, policies and fees, reviews of information processing operations and investigation of key issues.

ORGANIZATION: The Board consists of 11 voting members and 2 advisory members. The voting members consist of the following administrators or their major policy influencing designees: the Commissioner of Administration, the Commissioner of Finance, the Commissioner of Human Services, the Commissioner of Labor, the Commissioner of Transportation, the Deputy Secretary of State, Division of Motor Vehicles; one member appointed by the Governor from the Office of the Governor; two members appointed by the Governor representing the remaining state agencies of State Government; and two members appointed by the Governor who are administrators or managers of data processing systems in the private sector. The advisory members are appointed by the Legislative Council and the Chief Justice of the Supreme Court. The Information Services Policy Board must meet at least 10 times annually.

PROGRAM: This year was the initial year for the Policy Board and its organizational meeting was not held until 12/16/86. At that meeting Willi Hartung, a member representing the private sector, was selected as chairman. During the remaining seven months of the fiscal year the Board met seven times with one of those meetings being considered a working session on centralization. The Board, during this period, decided on and issued an interim report on centralization and then developed and completed their final report on centralization seven months before its due date. Other accomplishments included determination of the funding mechanism for the Office of Information Services and participation in the search for and interviewing of the Deputy Commissioner.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $172.70 in FY 87 and are, by administrative decision, included with those of the Office of Information Services.

MAINE INDIAN TRIBAL-STATE COMMISSION

Central Office: 77 Water Street, Hallowell, Maine
Mail Address: P.O. Box 87, Hallowell, Maine 04347

Established: April 1980

Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 409; *Citation:* 30 M.R.S.A., Sect. 6212
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The responsibilities of the Commission, as provided in the Maine Indian Claims Settlement, fall in three general areas:

1. Review the effectiveness of the Settlement and the social, economic and legal relationship between the Passamaquoddy Tribe, the Penobscot Nation and the State of Maine. The Commission monitors the Settlement and makes recommendations to the two Tribes and the State of Maine regarding its implementation.
2. Advise the Legislature in the event either Tribe proposes to add land to its Indian territory other than land designated in the Implementing Act. Similarly, the Commission advises the Legislature on the establishment of Extended Reservations, which extend Tribal judicial and law enforcement jurisdictions over additional portions of Indian territories where Tribal members reside.
3. Regulate fishing on certain bodies of water adjacent to Indian Territory, and, when appropriate, study fish and wildlife management practices on non-Indian lands for the purpose of making recommendations to the Commissioner of Inland Fisheries and Wildlife and the Legislature to protect migrating stocks.

ORGANIZATION: The Tribal-State Commission consists of 9 members, 4 appointed by the Governor of the State subject to review by the Joint Standing Committee on Judiciary and to confirmation by the Legislature, 2 each to be appointed by the Passamaquoddy Tribe and the Penobscot Nation, and a chairman to be selected by majority vote of the Commission. The chairman serves a term of four years, and the other eight members each serves a term of three years and may be reappointed.

PROGRAM: The Commission operates under the terms of the Settlement Act and through bylaws adopted in 1985. The Commission contracts for administrative services including a part-time Executive Director. It has established an annual operating budget funded jointly by the two Passamaquoddy Tribes, the Penobscot Nation and the State of Maine. During the First Regular Session of the 113th Legislature, the Commission reviewed and recommended approval of an amendment to the Settlement Act that would establish lands in Williamsburg Township as eligible to become Indian territory. The Commission also favored passage of an amendment extending the deadline to January 31, 1991 for acquisition of lands to become Indian territory. Both amendments were enacted. The Commission continues to prepare and revise maps depicting lands held in trust by the Penobscots and Passamaquoddys. The Commission approved plans to sponsor a community and economic development tour and workshop that would bring state and tribal government officials together to discuss and review the development needs and opportunities of the Penobscots and Passamaquoddys. The Commission continues to monitor low and high level radioactive waste issues of concern to the Indian and State governments. The Commission served as liaison regarding tribal-state issues involving fish and wildlife management, land use regulation, acquisition of public lands and law enforcement.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE INDIAN TRIBAL-STATE COMMISSION EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	2,475	1,350	1,125			
Other Contractual Service	16,228	8,467	7,761			
Transfers to Other Funds	931		931			
TOTAL EXPENDITURES	19,634	9,817	9,817			

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

WILLIAM J. VAIL, COMMISSIONER
NORMAN E. TRASK, Deputy Commissioner

Central Office: 284 State Street, Augusta *Telephone:* 289-3371
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1880 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137; *Citation:* 12 M.R.S.A., Sect. 7011

Average Count—All Positions: 286 *Legislative Count:* 282

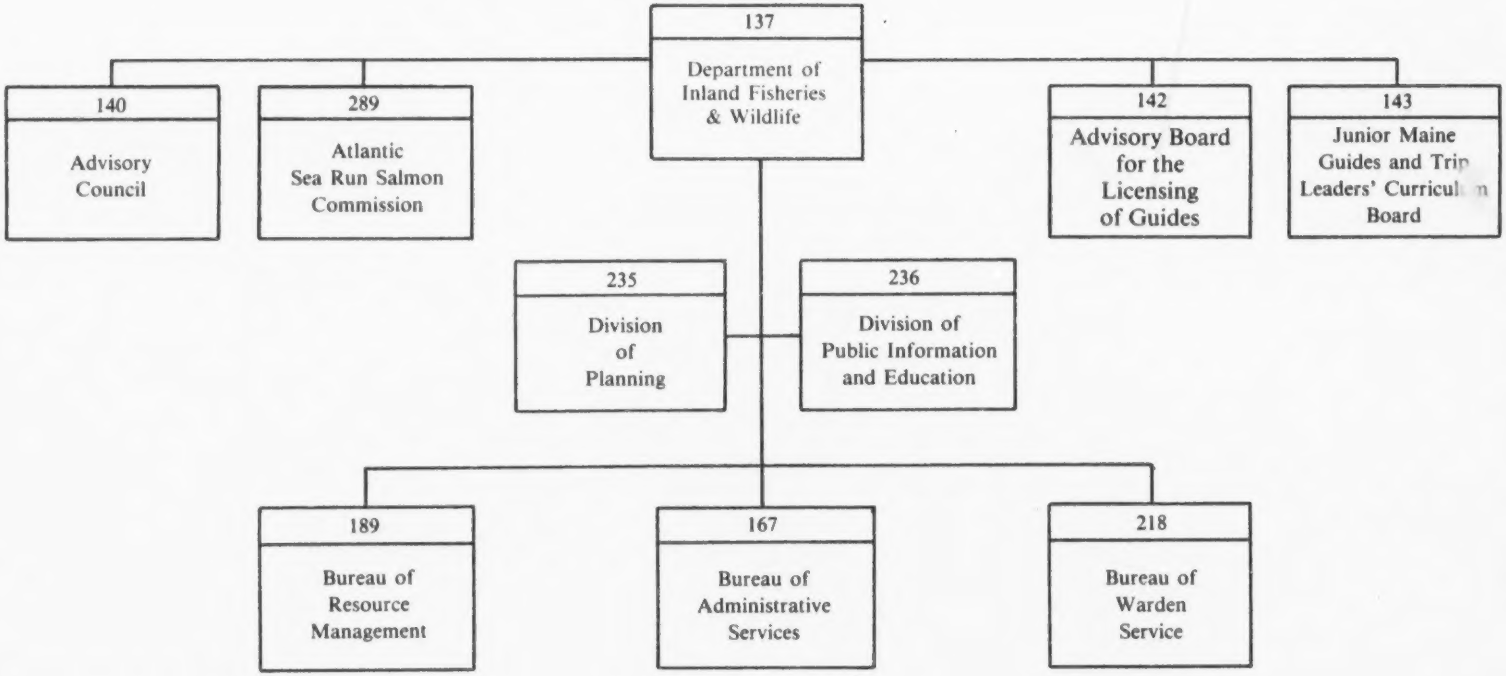
Organizational Units:

- Bureau of Administrative Services
- Bureau of Resource Management
- Bureau of Warden Service
- Division of Information and Education
- Division of Planning
- Advisory Council (Inland Fisheries & Wildlife)
- Atlantic Sea Run Salmon Commission
- Junior Maine Guides & Trip Leaders Curriculum Board
- Advisory Board for the Licensing of Guides

PURPOSE: The Department of Inland Fisheries and Wildlife was established to ensure that all species of wildlife and aquatic resources in the State of Maine are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State. In addition, the Department is responsible for the establishment and enforcement of rules and regulations governing fishing, hunting and trapping, propagation and stocking of fish, acquisition of wildlife management areas, the registration of snowmobiles, watercrafts, and all-terrain vehicles, safety programs for hunters, snowmobiles and watercraft, and the issuing of licenses (hunting, fishing, trapping, guide, etc.) and permits.

ORGANIZATION: The Department of Inland Fisheries and Wildlife (formerly Game) traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer law enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. The two Commissioners were replaced by the Commissioner of Inland Fisheries and Game in 1917. Function Divisions were added as the Department mandates and responsibilities were expanded, e.g., first engineer in 1932; flying Warden Service in 1937; Wildlife Division in 1938; Fisheries Division in 1951; Information and Education in 1955; Program Development and Coordination in 1968; Snowmobile Registration in 1969; Realty in 1970; Watercraft Registration and Safety in 1974 which was combined with Snowmobile Registration to form the Division of Recreational Safety and Registration in 1976. Effective October 1, 1975, the Department was renamed the Department of Inland Fisheries and Wildlife. In 1984, the Department underwent its first Sunset Review by the Legislative Committee on Audit and Program Review. As a result, the Department was reorganized into the following: 1. Bureau of Administrative Services—the existing Divisions of Administration, Licensing and Regulation portion of the Division of Recreational Safety and Registration, and the Land Acquisition and Development Division were combined to form the Bureau of Administrative Services; 2. Bureau of Resource Management—the environmental coordination, administration of the Stream Alteration Act, and the computer functions of the Program Development and Coordination Division, Division of Fisheries and Hatcheries and the Division of Wildlife Management and the Visitor's Center were combined to form the Bureau of Resource Management; 3. Bureau of Warden Service—the safety functions (Hunter, Watercraft, and Snowmobile) were transferred from the Division of Recreational Safety and Registration to the Bureau of Warden Service; 4. Office of the Commissioner—the Division of Public Information (renamed Public Information and Education) and the planning

ORGANIZATIONAL CHART
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE
UMB 09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Department of Inland Fisheries & Wildlife
140
Advisory Council
289
Atlantic Sea Run Salmon Commission
142
Advisory Board for the Licensing of Guides
143
Junior Maine Guides and Trip Leaders' Curriculum Board
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Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,990,444	128,303	5,608,753		1,253,388	
Health Benefits	406,068	5,065	348,087		52,916	
Retirement	1,835,127	21,807	1,608,476		204,844	
Other Fringe Benefits	62,539	326	54,659		7,554	
Computer Services—State	276,704	95	248,621		27,988	
Other Contractual Service	2,373,559	92,622	1,779,546		501,391	
Rents	106,154	8	102,276		3,870	
Commodities	505,021	4,102	442,377		58,542	
Grants—Subsidies—Pensions	163,409	154	152,750		10,505	
Purchases of Land	122,034		60,000			62,034
Buildings and Improvement	1,853		1,853			
Equipment	823,191	13,119	743,055		48,033	18,984
Interest—Debt Retirement	60		4		56	
Transfers to Other Funds	133,631		108,480		25,151	
TOTAL EXPENDITURES	13,799,794	265,601	11,258,937		2,194,238	81,018

function of the Division of Program Development and Coordination were transferred to the Office of the Commissioner.

PROGRAM: The Department's program consists of enforcement, applied research studies, surveys and inventories, program development (planning), artificial propagation and stocking of fish and wildlife, coordination of Department interests between state and federal agencies and the private sector, environmental coordination and administration of the Stream Alteration Law, the search for lost persons, and the registration of watercraft, snowmobiles, and all-terrain vehicles, hunter, snowmobile and boating safety program.

The establishment of rules and regulations is an important part of the program carried out by the Department. The Commissioner is charged with having available at all times copies of abstracts of the inland fisheries and wildlife laws and regulations for distribution to the public. The Open Water Fishing Regulations pamphlet and the Ice Fishing Regulations pamphlet as printed and distributed to the public are declared to be official consolidations of fishing rules. These regulation summaries are to be printed on a biennial basis. However, an additional 250,000 were printed in this second year of the biennium to ensure availability to the public.

Seven regulations summaries (Hunting/Trapping, Migratory Bird, Atlantic Sea Run Salmon, All-terrain Vehicle, Boat law, Hunting summary in French and Open Water summary in French (for the first time), were updated, printed and distributed (Total of 535,000 copies).

Thirty-five rule changes were processed and 14 hunting, 1 endangered species and 1 fishing regulation hearings were held in compliance with the Administrative Procedures Act.

A complete reporting of these programs will be included in the reports for the various Bureaus and Divisions.

LICENSES, PERMITS, ETC.

- Office of Commissioner
  - License:
    - Fishing & Hunting—Complimentary—Holders Medal of Honor
    - Junior Guide
    - Importation of Wild Birds and Animals
    - Stocking of State Waters
  - Permit:
    - Stream Alteration
    - Breeders of Menagerie (Moose, Caribou & Bear)
    - To transport Live Animals for Breeding and Advertise
- Fisheries Division
  - Permit:
    - Eel, Alewife, & Sucker (over 20 lbs.)
    - Bass Tournament
    - Scientific Fish Collection
    - Private Pond Stocking
- Warden Service
  - License:
    - Hunting License, Commercial Shooting Area
    - Use of Dog Training (All Categories)
    - Field Trial License (Retrievers & Sporting Dogs)
      - Eel. (not exceeding 20 lbs. to licensed trapper for trap bait)
    - Fishing License for Children's Camps
    - Snowmobile Races
  - Permit:
    - Coon Dog Training
    - Dog Training Area, Club
    - Dog Training (With Raccoons)
    - Deer Transportation
    - Live Bait Taking in Closed Waters
    - Transportation Tags (Fish)

- Hatchery Division
  - License:
    - To Cultivate or Harvest Fish and Private Ponds
  - Permit:
    - To Import Live Fresh Water Fish or Eggs
- Wildlife Division
  - License:
    - Falconry
  - Permit:
    - Bird Banding Permit
    - Camping in Game Management Areas
    - Permission to Use Poison
    - Scientific Collectors Permit
    - Swan Island Camping Permit
    - Wildlife Control
- License Clerk in Town or City
  - License:
    - Archery—Resident
    - Combination Hunting & Fishing—Resident
    - Fishing—Resident
    - Hunting—Resident
    - Combination Serviceman's Resident License
  - Stamp:
    - Atlantic Salmon—Resident
    - Pheasant
- License Agent
  - License:
    - Archery—Non-Resident
    - Small Game Hunting—Non-resident
    - Big Game Hunting—Non-resident
    - Fishing (season, 15, 7, or 3 day)—Non-resident
  - Stamp:
    - Atlantic Salmon—Non-resident
    - Pheasant
- Augusta Office License Clerk
  - License:
    - Commercial Shooting Area
    - Deer Skin Dealer
    - Fishing (for blind)
    - Fishing and Hunting for Resident over 70
    - Fur Buyers
    - Game Bird Breeders
    - Game and Fur Farm
    - Guide
    - Indian Hunting, Fishing, Trapping and Archery
    - Live Bait Dealer
    - Roadside Menagerie
    - License to Sell Inland Fish
    - License to Sell Live Smelts
    - Taxidermist
    - Trapping
    - Fishing & Hunting Complimentary—Disabled
    - Fishing & Hunting—Paraplegics, Reciprocity Other States
    - Hunting—Non-resident
    - Fishing—Non-resident
    - Snowmobile Registration
  - Permit:
    - Camp Trip Leader
    - Fishing for Patients of Nursing Homes

Miscellaneous:
- Game Bird Seal
- Pheasant Wing Bands
- Pheasant Importation Wing Bands
- Atlantic Salmon Stamp—Non-resident
- Pheasant Stamp

PUBLICATIONS:
- Laws—Hunting, Fishing, Ice Fishing, Trapping (free)
- Maine Fish and Wildlife Magazine—published quarterly—$1.50 per copy
- Lake Surveys $.50 per copy.
- Publications Catalogue (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	393,991		325,747		68,244	
Health Benefits	19,645		16,750		2,895	
Retirement	84,265		73,097		11,168	
Other Fringe Benefits	1,387		974		413	
Computer Services—State	11,340		11,127		213	
Other Contractual Service	252,828		249,416		3,412	
Rents	4,831		4,831			
Commodities	19,422		19,271		151	
Grants—Subsidies—Pensions	389		389			
Purchases of Land	62,034					62,034
Equipment	20,171		1,187			18,984
Transfers to Other Funds	22,556		22,493		63	
TOTAL EXPENDITURES	892,859		725,282		86,559	81,018

BUREAU OF ADMINISTRATIVE SERVICES

PETER BRAZIER, DIRECTOR

Central Office: 284 State St., Augusta *Telephone:* 289-5225
Mail Address: 284 State Street, Augusta, Maine 04333

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 167; *Citation:* 12 M.R.S.A., Sect. 7012

Average Count—All Positions: 25 *Legislative Count:* 25

PURPOSE: The purpose of the Bureau is to assist the Commissioner and Division Heads with long range financial planning, preparation and management of annual and biennial budgets, and provide centralized service in areas common to all divisions. The responsibilities of the Bureau include, but are not limited to: 1) financial accounting, 2) personnel management, 3) licensing and registrations, 4) engineering, 5) land acquisition, and 6) equipment inventory.

ORGANIZATION: In 1984, the 111th Legislature reorganized the Department, thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau is structured in the following manner: Administrative Services Section—headed by a Chief Accountant; Engineering and Land Acquisition—headed by a Supervisor; Land Acquisition and Development Licensing Section—headed by a Director, Division of Licensing; Personnel—headed by a Personnel Officer; Central Purchasing and Supply—headed by a Storekeeper II.

PROGRAM: The Bureau carried on its obligation to coordinate the accounts of all Department revenues and expenditures providing the Commissioner, Deputy Commissioner, various Legislative Committees, and others with facts, figures, and reports as needed.

The Personnel Section coordinated all staff personnel activities of the Department including processing all personnel actions, advising employees on personnel rules and regulations and providing other personnel information and statistics as required.

The Licensing Section provided the public with hunting and fishing licenses and miscellaneous permits through the Department's main office and designated license agents. The Section also registered all watercraft, snowmobiles and all terrain vehicles. The operation of these machines are regulated in cooperation with all law enforcement agencies and information is provided as required.

The Engineering and Land Acquisition Section coordinated the design, maintenance and repair of all Department owned facilities either by utilization of Department staff or outside contractors. This Section also coordinates any new acquisition of land for the purpose of protection, preservation and enhancement of our inland fisheries and wildlife resources.

The Central Purchasing and Supply Section coordinated the purchase of capital equipment and supplies and dispersed these items on a Department-wide basis. Adequate inventories of vehicle, snowmobile, and outboard motor parts, clothing, footwear and miscellaneous items are held in stock to be issued to all field personnel.

LICENSES, PERMITS, ETC.

Licenses:
- Archery—resident, nonresident, alien
- Combination hunting and fishing—resident, nonresident, alien
- Fishing—resident, nonresident, alien
- Hunting—resident, nonresident, alien
- Combination Serviceman resident license
- Combination fishing & archery—resident
- Commercial fishing & archery—resident
- Commercial shooting area license
- Fishing (for the blind)
- Fishing & Hunting for resident over 70
- Hide Dealers—resident & nonresident
- Game Bird Breeders
- Guide—resident, nonresident, alien
- Indian hunting, fishing, trapping, archery
- Live bait dealers
- Wildlife exhibitors
- License to sell inland fish
- License to sell live smelts
- Taxidermist
- Trapping
- Fishing & hunting disabled war vets—resident
- Fishing & hunting paraplegic—reciprocity with other states
- Fishing for childrens camps
- Commercial Whitewater Outfitters
- Motorboat Operator License
  (To carry passengers for hire in inland waters)

Permits:
- Camp trip leaders
- Fishing for patients at certain institutions
- Watercraft Races & Regattas on Inland Waters

Miscellaneous
- Game Bird Seal
- Pheasant wing bands
- Pheasant importation wing bands
- Pheasant Stamp—resident & nonresident
- Motorboat Registrations
- Snowmobile Registrations
- All-Terrain Vehicle Registrations

PUBLICATIONS:

Watercraft Laws (free)
Sportsman and Small Boats (free)
Snowmobile Laws (free)
About Boating Safety (free)
Numerous Boating Safety Pamphlets—(U.S. Coast Guard-free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	651,622		602,572		49,050	
Health Benefits	43,335		41,254		2,081	
Retirement	114,526		106,500		8,026	
Other Fringe Benefits	2,173		1,876		297	
Computer Services—State	223,396		223,396			
Other Contractual Service	519,322		464,568		54,754	
Rents	89,243		89,243			
Commodities	78,003		78,003			
Grants—Subsidies—Pensions	25,493		25,493			
Equipment	163,549		163,549			
Interest—Debt Retirement	4		4			
Transfers to Other Funds	46,326		45,535		791	
TOTAL EXPENDITURES	1,956,992		1,841,993		114,999	

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

MARC PLOURDE, CHAIRMAN
CARROLL YORK, Vice Chairman

Central Office: 284 State Street, Augusta; *Floor:* 2 *Telephone:* 289-3371
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1945

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 140; *Citation:* 12 M.R.S.A., Sect. 7033

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the Commissioner of Inland Fisheries and Wildlife on changes in hunting, fishing, and trapping regulations and other business of the Department. The Advisory Council also renders information and advice concerning the administration of the Department to the Commissioner.

ORGANIZATION: The Advisory Council is appointed by the Governor, subject to review by the Joint Standing Committee on Fisheries and Wildlife and to confirmation by the Legislature, and consists of one member representing each of the management units the commissioner establishes to administer chapters 701 to 721. The commissioner is a nonvoting member of the Council ex officio but may vote to break a tie. Appointments are for 3 years or until successors are appointed and qualified. No person shall serve more than 2 consecutive 3-year terms. Upon the death, resignation, or removal from office of any person so appointed, the Governor shall appoint a member to serve for the unexpired term. The members of the Advisory Council receive $25 per day for their services and actual expenses for each fiscal year. The Council holds regular meetings with the commissioner or his deputy in December and May of each year, and special meetings at such other times and places within the State as would seem advisable. At the meeting held in May of each year, the Council may elect one of its members as chairman and one as vice chairman.

PROGRAM: The Avisory Council met with the Commissioner to review regulation changes, acquisition on major land parcels, and other department matters five times during FY 87.

FINANCES, FISCAL YEAR 1987: 12 MRSA, Sect. 7033 provides that expenditures of this unit, which amounted to $3,666 in FY 87, shall be borne by the Department of Inland Fisheries and Wildlife.

ATLANTIC SEA RUN SALMON COMMISSION

WILLIAM J. VAIL, CHAIRMAN

Central Office: Hedin Hall, B.M.H.I., Bangor *Telephone:* (207) 941-4449
Mail Address: P.O. Box 1298, Bangor, Me. 04401

Established: 1947

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 289; *Citation:* 12 M.R.S.A., Sect. 6251-A

Average Count—All Positions: 8 *Legislative Count:* 6

Organizational Units:
Technical Advisory Committee
Advisory Council

PURPOSE: The Atlantic Sea Run Salmon Commission was established to manage and conserve Atlantic salmon, *(Salmo salar)*, in all waters of the State of Maine and to restore the Atlantic salmon to the rivers of the State. The Commission has authority to adopt regulations regarding the taking of Atlantic sea run salmon, but its authority is limited to regulation of the time, method, number, weight, and length of salmon and the locations from which they may be taken. The Commission also may investigate, or cause to be investigated, conditions affecting the salmon in any waters of the State, and may on its own initiative make or amend such regulations as it deems necessary to conserve Atlantic salmon or promote their propagation.

ORGANIZATION: The Commission is composed of three members, including the Commissioner of Marine Resources and the Commissioner of Inland Fisheries and Wildlife, ex officio, and a third member appointed by the Governor, for a term of four years. The Commissioner of Inland Fisheries and Wildlife is permanent Chairman of the Salmon Commission, with sole authority over administration and financial matters.

The rules and regulations of the Commission governing the taking of Atlantic salmon within the jurisdiction of the State of Maine are enforced by the Warden Service of the Department of Inland Fisheries and Wildlife in inland waters, and by the Marine Patrol of the Department of Marine Resources in tidal waters.

The Commission established an Advisory Council in 1983. The purpose of the Council is to act as liaison between the Commission and Atlantic salmon anglers throughout the state. Meeting periodically, the 9-member Council acts in an advisory capacity in considering Atlantic salmon management and fishing regulations.

The Atlantic Sea Run Salmon Commission was created in 1947. In 1948, a Memorandum of Agreement was signed between the University of Maine, the U.S. Bureau of Sport Fisheries and Wildlife (now U.S. Fish & Wildlife Service), the Department of Inland Fisheries and Wildlife, the Department of Sea and Shore Fisheries (now Department of Marine Resources), and the Atlantic Sea Run Salmon Commission, which delineated the duties and responsibilities of the cooperators.

In October, 1985, a bilateral Cooperative Agreement was entered into by the Atlantic Salmon Commission and the U.S. Fish and Wildlife Service. The duties and responsibilities of the two signatories were delineated and a Technical Advisory Committee was established. The Technical Advisory Committee is composed of 4 members assigned by the State of Maine and 4 members assigned by the U.S. Fish and Wildlife Service. The purpose of the committee is to advise the cooperators on technical matters relative to the Atlantic salmon restoration program in Maine, to review and comment on proposals for cooperative research, and to provide assistance in developing and updating a salmon restoration plan.

PROGRAM: During FY 1987 the Atlantic Sea Run Salmon Commission assisted regional, national and international agencies (public and private) in cooperative endeavors to restore and enhance Atlantic salmon in Maine and other areas of New England. Highlights of the year's activities are as follows:

Sport Fisheries. The 1986 angling season was slightly improved over 1985. At the season's end recorded catches were as follows: Penobscot — 891, Narraguagus — 46, Dennys — 15, East Machias — 13, Machias — 44, Sheepscot — 11, Saco — 4, St. Croix — 55. In the Penobscot River more than 50% of the sport catch was released in 1986. Early returns to the 1987 fishery indicate that catches in some areas may be below those of 1986.

Fishway Monitoring. Traps operated by the staff of the Salmon Commission and colleagues from other agencies provide a count of ascending salmon on the Androscoggin, Penobscot, Union, Pleasant and St. Croix Rivers. Trapping facilities at Veazie on the Penobscot River and Ellsworth on the Union River are also utilized to obtain brood stock for continuation of the 2 federal hatcheries in Maine. On the Penobscot River, 4,144 (an all-time high) salmon were counted through the Veazie fish trap. Fifty-six salmon were provided for a radio tracking study conducted by Great Northern Paper Co. in the upper Penobscot River. Trap counts on other Maine rivers were as follows: Union — 62, Androscoggin — 80, St. Croix — 320, Pleasant — 19 (partial count).

Fish Culture Operations. During the 1986 field season, 573 adult Atlantic salmon were collected from the Penobscot and Union Rivers for brood stock purposes. All fish were held until spawning at Craig Brook National Fish Hatchery. In November, U.S. Fish & Wildlife Service personnel obtained 2.5 million eggs from these fish.

During the spring of 1987, approximately 700,000 smolts were released in the rivers of Maine. An additional 600,000 fry and 100,000 parr were released throughout the state, from the St. Croix River in eastern Maine to the Saco River in southern Maine. All hatchery-reared salmon stocked in Maine waters are produced at the 2 federal hatcheries.

Miscellaneous. The Commission is cooperating with the Canadian Department of Fisheries and Oceans in an effort to institute a salmon restoration program on the Aroostook River. As part of that effort, the Department of Fisheries provided 50 adult salmon from the St. John River in 1986. These fish were transported to the Aroostook River by Commission personnel. Additionally, 42,000 juvenile salmon of St. John River origin were stocked in the spring of 1987.

Commission staff participated in the tagging of 200,000 salmon smolts as part of a continuing study evaluating the timing and magnitude of the interception of Maine Atlantic salmon in distant commercial fisheries in Canada and Greenland. Additionally, Commission personnel sampled commercial Atlantic salmon catches in Labrador and West Greenland in the fall of 1986 and participated in the annual International Council for Exploration of the Sea (I.C.E.S.) working group meeting in Copenhagen, to discuss and evaluate the interception of USA salmon in distant commercial fisheries.

The Commission and its staff annually participates in numerous regional committees and planning efforts such as the Maine Council of the Atlantic Salmon Federation, St. Croix River Steering Committee, Upper Saint John River SALEN Committee, North Atlantic Salmon Conservation Organization (N.A.S.C.O.) and its Research Committee, New England Atlantic Salmon Committee (N.E.A.S.C.) and New England Fish Health Committee.

LICENSES, PERMITS, ETC.

Resident and non-resident licenses authorized under MRSA, Title 12, Chapter 680, subsection 6255. A license is required to fish for, take, possess, ship or transport Atlantic salmon from all inland and designated tidal waters of 12 Maine rivers.

Atlantic Salmon License—resident and non-resident.

PUBLICATIONS:

1. Maine Atlantic Sea Run Salmon Commission, Regulations, 1986, (no cost).
2. Management of Atlantic Salmon in the State of Maine: A Strategic Plan (no cost).
3. Atlantic Salmon River Management Plans ($2.00 each; $12.00 for a complete set of 9).
    - —Aroostook River (includes Upper St. John River, Meduxmekeag River and Prestile Stream)
    - —St. Croix River
    - —Dennys River
    - —Machias and East Machias Rivers
    - —Narraguagus and Pleasant Rivers

- —Union River (and minor coastal drainages east of the Penobscot River
- —Penobscot River
- —Sheepscot River
- —Saco River

4. Annual river management reports for 1986 for the following rivers: Upper Saint John, Aroostook, St. Croix, Dennys, E. Machias, Machias, Pleasant, Narraguagus, Union, Penobscot, Ducktrap, Sheepscot, Androscoggin, Saco (no cost).

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC SEA RUN SALMON COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	187,614	128,303	13,062		46,249	
Health Benefits	7,359	5,065	119		2,175	
Retirement	31,666	21,807	2,564		7,295	
Other Fringe Benefits	716	326	116		274	
Computer Services—State	340	95			245	
Other Contractual Service	53,500	14,091	11,473		27,936	
Rents	16	8			8	
Commodities	10,544	4,102	1,908		4,534	
Grants—Subsidies—Pensions	154	154				
Equipment	17,017	13,119			3,898	
Transfers to Other Funds	2,078		517		1,561	
TOTAL EXPENDITURES	311,004	187,070	29,759		94,175	

JUNIOR MAINE GUIDES AND TRIP LEADERS' CURRICULUM BOARD

WILLIAM J. VAIL, COMMISSIONER

Central Office: 284 State Street, Augusta; *Floor:* 1 *Telephone:* 289-2571
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1979

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 143; *Citation:* 12 M.R.S.A., Sect. 7302-7303
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Board is empowered to adopt rules and regulations which establish standards of requirements and methods of ascertaining the fitness of candidates for a Junior Maine Guide Certificate. The Board also adopts, approves, and reviews Camp Trip Leaders' safety course curriculum, and certifies candidates for Camp Trip Leaders Permits.

ORGANIZATION: PL 151 repealed the Junior Guide Examining Board in April, 1979 and created the Junior Maine Guide and Trip Leader's Curriculum Board. The Commissioner of Inland Fisheries and Wildlife appoints a board of 5 members: one member of which is a Maine camp Director, another a representative of the Fish and Wildlife Department, another a representative of the Department of Human Services, and the others, members of the general public. The Board serves without compensation for 3 years or until successors are appointed.

PROGRAM: Pursuant to 12 MRSA, sections 7302-7303 the testing programs were formulated; one for those who wish to lead youngsters afield for trips of more than 2 days and a night and one for those wishing to become Trip Leader Program Instructors. A curriculum was formulated, but candidates may use others if they are equal or more comprehensive. A curriculum was also adopted for testing for Junior Maine Guides Certification.

The Trip Leader Curriculum Board reviewed and revised the examination for permit and Instructor applicants in order to make it easier for the Instructors to use and to update material within.

The number of permits issued has remained consistent with the prior year, with 654 permits issued by 52 certified instructors. In addition, the Board continues to provide up-to-date service for the 250 summer camps in Maine. At least 2 meetings per year are held with the Board and Maine Campground Owners Association.

LICENSES, PERMITS, ETC.

Maine Camp Trip Leader Permit
Maine Camp Trip Leader Instructor
Instructor Certification for Camp Trip Leader Safety Course Curriculum
Junior Maine Guide Certificate

PUBLICATIONS:

Administrative Rules and Regulations adopted Curriculum (outline)
Resources List (study materials)
Copies of 12 MRSA §7302-7303
Associated forms and application blanks
Wallet ID card for Instructors
Course summary sheet
Trip Itinerary Cards
Information packet—free

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $5,300 in FY 87 and are, by administrative decision, included with those of the Department of Inland Fisheries and Wildlife.

ADVISORY BOARD FOR THE LICENSING OF GUIDES

WILLIAM J. VAIL, COMMISSIONER OF INLAND FISHERIES AND WILDLIFE

Central Office: 284 State Street, Augusta *Telephone:* 289-3371
Mail Address: 284 State St., Augusta, Maine 04333

Established: 1975

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 142; *Citation:* 12 M.R.S.A., Sect. 7301

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Advisory Board for the Licensing of Guides was established to determine the applicant's qualifications for the guide classification applied for, and to advise the Commissioner of their findings.

ORGANIZATION: The board shall consist of the Commissioner or such subordinate officer of the Department as the Commissioner may designate, two wardens of the Department, and a representative of the public to be appointed by the Governor for a term of 3 years. The public member shall receive no compensation, but the Department shall reimburse him for actual expenses incurred in carrying out his duties at the same rate as provided for state employees.

PROGRAM:

The Advisory Board for the Licensing of Guides met 12 times in FY 87. The Board passed 94 applicants and denied 21. The categories of licenses granted are as follows:

General	9
Hunting	28
Fishing	13
Recreational	39
Hunt/Fish	4
Hunt/Recreational	0
Fish/Recreational	1

LICENSES, PERMITS, ETC.

Resident Guide License
Nonresident Guide License
Alien Guide License
General Guides License
Hunting Guides License
Fishing Guides License
Recreational Guides License
Whitewater Guides License

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $9,003 in FY 87 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF PLANNING

KENNETH H. ANDERSON, DIRECTOR

Central Office: 284 State Street, Augusta *Telephone:* 289-3286
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 235; *Citation:* 12 M.R.S.A., Sect. 7015

PURPOSE: The Planning Division is directly responsible for development, coordination, maintenance and evaluation of the Department's comprehensive fish and wildlife program.

ORGANIZATION: The Division was established by administrative directive in 1968, and consisted of a data processing section, a grants coordination section, environmental coordination section and a program development and coordination section.

In 1984, the 111th Legislature reorganized the Department. The Program Development and Coordination Division was renamed the Division of Planning and placed in a staff position in the organization to emphasize its department wide planning function.

The computer and the environmental coordination responsibilities were reassigned to the Bureau of Resource Management.

PROGRAM: Work continued on the development and enhancement of procedures for refining species assessments and monitoring on-going program accomplishments in cooperation with the Wildlife and Fisheries Division. Liaison was maintained with a variety of state and federal agencies, and specific matters were coordinated as required. These agencies included the U.S. Fish and Wildlife Service, U.S. Forest Service, Bureau of Public Lands, Land Use Regulation Commission, Critical Areas Program, Historical Preservation Commission, State Planning Office, Department of Agriculture, Department of Environmental Protection and the University of Maine, College of Forest Resources, and the Department of Agriculture and Resource Economics. Division personnel also served as the Department's representative to the Land and Water Resources Council, Soil and Water Conservation Commission, Coastal Zone Management Committee, Forests For the Future, and North Maine Woods. Numerous other assignments were carried out by Division personnel. These included organizing and facilitating a citizen's working group to develop recommendations for the expenditure of the recently approved 5 million dollar land acquisition bond issue; moose hunting lottery; any deer permit system, and lake classification study. Work also continued on fish and wildlife operational program planning; formulation of fish, wildlife, and law enforcement program monitoring and control systems; development of a Hunter Safety and Trapper Operational Plan; and formulation of regulatory proposals.

Work was completed on the update of the Department's Long-Range Fish and Wildlife Assessments (Species Plans) and the operational program for the 1985-1990 period.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $162,484 in FY 87 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF PUBLIC INFORMATION AND EDUCATION

W. THOMAS SHOENER, DIRECTOR

Central Office: 284 State Street, Augusta *Telephone:* 289-2871
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: 1952
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 236; *Citation:* 12 M.R.S.A., Sect. 7016

PURPOSE: The major function of the Public Information and Education Division is to create and maintain public understanding and support for departmental objectives and programs.

ORGANIZATION: The Division was created in 1952, as the Information and Education Division, under authorization granted by the 96th Maine Legislature in 1951. It was reorganized into the Public Information Division, effective July 1, 1980; it was again reorganized, as the Division of Public Information and Education under the Office of the Commissioner, effective April 24, 1984.

PROGRAM: The major programs of the Public Information Division involve the production of *Maine Fish and Wildlife* magazine, providing public services, news media relations, and coordinating exhibits and displays for the department. It is also involved with the production of other publications and providing photographic and other services to other divisions in the department.

Emphasis in the news program continued to be in the television medium, using the division's videotaping capability to gain public exposure for the department's activities. Tapes of a variety of field projects were provided to the commercial stations to complement news broadcasts, and several new public service announcements were produced and distributed. Periodic news releases were written and mailed, and personal contact maintained with state and national news media personnel.

Staffed with volunteers from throughout the department, the division's portable display appeared at ten shows in-state and six out-of-state during the year.

A considerable amount of work of the division continues to be responding to the thousands of public information requests that are directed to the department's Augusta office each year. To the extent possible, the division also provides editorial, graphic and photographic support to other divisions of the department.

PUBLICATIONS:

Maine Fish and Wildlife magazine (quarterly)—$7.00 per year
The Maine Way cookbook of fish and game recipes—$4.95
Reprints on a variety of wildlife and fish subjects—35¢ each
Publications Catalog listing above reprints—free

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $357,012 in FY 87 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

BUREAU OF RESOURCE MANAGEMENT

FREDERICK B. HURLEY, JR., DIRECTOR

Central Office: 284 State Street, Augusta *Telephone:* 289-3651
Mail Address: 284 State Street, Augusta, Maine 04333
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 189; *Citation:* 12 M.R.S.A., Sect. 7013
Average Count—All Positions: 107 *Legislative Count:* 107

PURPOSE: The Bureau of Resource Management is responsible for the management of the State's inland fisheries and wildlife resources and the development of rules governing the effective management of these resources.

ORGANIZATION: The Bureau of Resource Management was established by the 111th Legislature as a result of recommendations made by the Legislative Program Audit and Review Committee. The Bureau presently consists of the following:

Division of Wildlife Management
Division of Fisheries and Hatcheries
Computer Services Section
Environmental Coordination Section

PROGRAM:

Division of Wildlife Management

Wildlife Management. The abundance and use of the major wildlife species are monitored utilizing the latest tools, techniques, and information available. Periodic assessments are made to identify supply and demand imbalances, associated problems and management needs. In 1986, species assessments and management plans were completed, and a five year operational program was initiated to address specific management objectives. Important accomplishments during the year include: the implementation of special moose and wild turkey hunting seasons; effecting adjustments to the taking of antlerless deer needed to rebuild deer populations across the state; continuing restrictions over the taking of black ducks needed to increase population levels; and formulation of a state listing of threatened and endangered species.

The Nongame Program completed its third year of operation. Emphasis focused on the reintroduction of peregrine falcons to the state; monitoring and enhancement of bald eagle populations; inventories of important marine wildlife habitat, and the development of marine wildlife habitat conservation guidelines.

The Animal Damage Control Program focused on a variety of wildlife damage control work. Assistance was provided to orchards, apiaries, and sheep growers regarding the control of problems caused by species such as deer, moose, bear, and coyotes. Supplemental assistance, through paid and volunteer control agents, was used for coyotes and other wildlife in specific problem areas.

Habitat Management. Habitat improvement work is actively carried out in the Department's Wildlife Management Area. These include approximately 50,000 acres of upland and wetland habitat strategically located throughout the State, as well as 200 coastal seabird nesting islands. In addition, detailed recommendations have been formulated for the preservation of critical habitats such as eagle nest sites, and development of mitigation measures to lessen the impact of development on these habitats.

Wildlife appraisals and recommendations are made for proposed developments controlled by numerous Maine and federal environmental laws and forwarded to the appropriate administering agencies. Technical assistance is also provided to other state and federal agencies on a variety of matters affecting wildlife. These included the zoning of important wildlife habitats such as the approximate 200,000 acres of deer wintering areas by the Land Use Regulation Commission; the development of management plans and associated cutting prescriptions for over 400,000 acres of land under the control of the Bureau of Public Lands; the development of river protection plans by the Land Use Regulation Commission and the Bureau of Parks and Recreation; the development of wildlife assessments and mitigation plans for proposed federal or federally permitted water resource developments by the U.S. Fish and Wildlife Service, and many others too numerous to mention.

Wildlife Research. Wildlife research involving fisher and bald eagles has continued in cooperation with the University of Maine, College of Forest Resources and the Maine Cooperative

Wildlife Research Unit to obtain specific types of information needed to better evaluate the needs and status of these species. For the most part, this work has focused on habitat utilization, population densities, impact of timber harvesting practices, and related matters.

Wildlife Rules and Regulations. Numerous statutory and regulatory changes have been made in support of wildlife management objectives. These include the establishment of a moose hunting season; expansion of the Commissioner's regulatory authority over deer; and modification to the waterfowl hunting season.

Division of Fisheries and Hatcheries

Fisheries Management. Field studies designed to monitor the status of the major game species are routinely carried out. These include habitat and fisheries inventories of lakes, ponds, rivers and streams which are routinely undertaken to obtain basic information regarding the abundance and condition of fish populations in specific waters. Creel surveys and aerial angler counts provide important information on fishing pressure and quality. Comprehensive species management plans are formulated every five years and guide the overall statewide fisheries management programs. Work has continued on the development of river management plans for certain rivers designated in the state's River Protection Law and other important river reaches.

Propagation of Fish. The fish needed to support statewide fisheries management programs are produced and reared in the Department's fish hatcheries and rearing stations. Approximately one and one quarter million fish are stocked annually. The following is a summary of the fish stocked from January 1, 1986 to December 31:

	Number	**Pounds**
Salmon	247,563	43,953
Brook Trout	664,303	80,544
Lake Trout	59,235	8,861
Brown Trout	377,281	50,873
Splake	11,090	2,427

Habitat Management. In conjunction with the Department's review agency responsibilities, division biologists assessed environmental impacts of several hundred project applications submitted to state agencies and this Department. They included Great Ponds applications, Stream Alteration applications, Site Location applications, LURC applications, Highway Project and hydroelectric projects. Recommendations pertaining to the impact of the State's fisheries resources on each project were forwarded to the processing agencies.

Fisheries Research. Research work focuses on the development of biological principles and management techniques needed to support fisheries management programs. Statewide trawling, Habitat Evaluation Procedures, Instream Flow Methodology Studies associated with hydroelectric projects, baitfish (extension work) and a special blueback trout study have been the focus of our two research people.

Fisheries Rules and Regulations. Since the legislative approval for a two year fishing lawbook, there were no rule changes in FY 87.

Computer Services Section. The majority of work involved data entry, file maintenance and report generation of biological enforcement and administrative data. Technical assistance and data analysis services were provided to other divisions, as was information required by the regulatory process. Data processing activities were coordinated with Central Computer Services and other state agencies.

Environmental Services Section. Biological assessments and technical recommendations were provided to various state and federal regulatory agencies. Permit reviews include hydropower development, Site Location, Great Ponds, Stream Alteration, Coastal Wetlands, Mining, Land Use Regulation Commission laws, and Department of Transportation projects.

Active liaison was maintained with state Departments of Environmental Protection; Conservation (LURC, Bureau of Public Lands, Parks and Recreation, Forest Service, Geology); Marine Resources; Human Services (Health Engineering); Executive (State Planning, Office of Energy Resources); Agriculture; Defense (Civil Emergency Preparedness); Transportation; and Attorney General. Federal agency liaison through the Fish and Wildlife Coordination Act was provided directly and in cooperation with the U.S. Fish and Wildlife Service for project reviews and recommendations under U.S. Army Corps of Engineers and Federal Energy Regulation Commission permit activities.

Intra-departmental education and coordination was continued within Fisheries and Wildlife Divisions and Enforcement Bureau activities relating to environmental concerns. Considerable public informational services regarding environmental laws was also provided.

Policy development and review recommendations for hydropower, peat mining, hardrock mining, and fisheries and wildlife management planning in the context of environmental regulations, continues to be an active function.

LICENSES, PERMITS, ETC.:

Scientific collectors permits for fish
Alewife, sucker & yellow perch permits
Bass tournament permits
Permit to stock waters in Maine
Smelt bait dealers license
License to sell commercially grown or imported fish
Permit to import live fresh water fish or eggs
License to cultivate or harvest fish in private ponds
Maine Falconry Permit
Maine Scientific Collection Permit
Maine Bird Banding Permit
Stumpage (Wood Harvesting) Permit
Swan Island Campground Permit

PUBLICATIONS:

Research and Management Report
Fish Stocking Report—$1.00
Fishes of Maine—$5.00
Moosehead Lake Fishery Management—$3.00
Maine Lakes—A Sportsman's Inventory Index of Lake Survey Maps of about 1,300 Maine lakes and ponds showing water depths, fish present and management suggestions
Individual lake reports—$.50
The Landlocked Salmon in Maine—$3.00

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PL/A-BAC system.

BUREAU OF RESOURCE MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,470,142		1,491,792		978,350	
Health Benefits	145,010		101,299		43,711	
Retirement	422,487		302,322		120,165	
Other Fringe Benefits	9,216		5,225		3,991	
Computer Services—State	41,628		14,098		27,530	
Other Contractual Service	810,772		602,598		208,175	
Rents	7,831		4,037		3,788	
Commodities	286,306		236,694		49,612	
Grants—Subsidies—Pensions	60,412		49,807		10,605	
Purchases of Land	60,000		60,000			
Buildings and Improvement	1,073		1,073			
Equipment	270,082		224,995		45,087	
Interest—Debt Retirement	76				76	
Transfers to Other Funds	36,792		13,063		23,729	
TOTAL EXPENDITURES	4,621,827		3,107,008		1,514,819	

BUREAU OF WARDEN SERVICE

JOHN F. MARSH, CHIEF WARDEN SERVICE (COLONEL)
LARRY CUMMINGS, Deputy Chief Warden Service (Major)

Central Office: 284 State Street, Augusta *Telephone:* 289-2766
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 218; *Citation:* 12 M.R.S.A., Sect. 7014
Average Count—All Positions: 135 *Legislative Count:* 135

PURPOSE: The primary function of the Maine Warden Service is to enforce Title 12, Chapters 701-721, to enforce all rules promulgated by the Commissioner, and to enforce the U.S. Migratory Bird Treaty Act. In addition to these duties, the Maine Warden Service enforces the Maine boat laws, recreational vehicle laws, searches for lost persons in the fields and forests of the State of Maine, searches for drowned persons, and have the same duties and powers as sheriffs throughout the several counties of the state as these sheriffs do in their respective counties.

ORGANIZATION: The Maine Warden Service dates back to 1830 when the first Warden was appointed by the Governor to enforce the moose and deer laws enacted that year. In 1880 the Maine Warden Service was officially created by the Legislature, and in 1937 the Warden Flying Service was formed. The Maine Warden Service was renamed the Bureau of Warden Service in 1984 as a part of the reorganization statute enacted by the 111th Legislature. The Bureau currently consists of one (1) Game Warden Colonel, one (1) Game Warden Major, five (5) Game Warden Lieutenants, seventeen (17) Game Warden Sergeants, nine (9) Game Warden Specialists, eighty-five (85) Game Wardens, three (3) Game Warden Pilots, and forty-four (44) part-time Assistant Game Wardens.

PROGRAM:

The Maine Warden Service responded to 7,342 complaints on all matters of conservation law enforcement, prosecuting 5,179 persons and warning 3,139. To accomplish this, the Warden Service drove 2,624,099 miles.

Search and Rescue. During 1986 Warden Service searched for 262 lost persons, as well as 21 drowning victims, with a total cost of $100,463.58 including training.

Safety. During the calendar year 1986, 1,685 volunteer hunter safety instructors certified 8,885 students in 447 hunter safety courses across the State. During the same time, 453 students were certified by volunteer instructors in snowmobile safety. 160 ATV instructors conducted 105 safety courses and certified 899 students. Regional Safety Coordinators visited summer camps and schools with boating safety presentations and every hunter safety course carried one hour of boating safety.

Data Collection. During 1986 Maine Warden Service was responsible for compiling the following data for management purposes:

Oversaw the administration of fur tagging stations; which tagged 44,654 instate raw furs for trappers and hunters, and 10,025 imported raw furs for fur buyers.

Oversaw the administration of big game registration stations, which tagged 19,592 deer, 1,955 bears, and 856 moose.

In addition, Warden Service did angler counts and creel census for the Department's fisheries division on various Maine bodies of water.

LICENSES, PERMITS, ETC.

	Fee (If Any)
Special dog training area license	$17.00
License to hold field trials for sporting dogs	19.00*
Snowmobile race permit	
Import permit (fish and wildlife)	
Eel permit for licensed trappers (20 lbs. of eels)	
Permit to stock rabbit	
Sale of wildlife permit	

*Plus a department representative fee of $17.00 per day, required at field trials.

PUBLICATIONS:

Fishery Law Summary—Free
Hunting Law Summary—Free
Complete Copy of All Applicable Statutes and Rules—$5.00

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF WARDEN SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,287,075		3,175,580		111,495	
Health Benefits	192,719		188,665		4,054	
Retirement	1,182,183		1,163,993		18,190	
Other Fringe Benefits	49,047		48,468		579	
Other Contractual Service	737,177	78,531	591,490		67,156	
Rents	4,433		4,165		268	
Commodities	110,746		106,501		4,245	
Grants—Subsidies—Pensions	76,961		76,961			
Equipment	351,572		351,324		248	
Transfers To Other Funds	27,879		27,872		7	
TOTAL EXPENDITURES	6,019,792	78,531	5,735,019		206,242	

MAINE INSURANCE GUARANTY ASSOCIATION

EDWARD J. LEGERE, CHAIRPERSON
PAUL M. GULKO, Executive Secretary

Central Office: Maine Mutual Fire Insurance Company, 551 Main Street, P.O. Box 729, Presque Isle, Maine 04769 *Telephone:* 764-6611
Mail Address: 25 New Chardon St., Boston, Mass. 02114; Tel. No. (617) 227-7020
Established: May 9, 1970 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 99; *Unit:* 353; *Citation:* 24-A M.R.S.A., Sect. 4436
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Insurance Guaranty Association is an organization created by statute whereby all licensed property and casualty insurance companies are required to belong. The purpose of the guaranty association is to pay covered claims of insolvent property and casualty insurance companies that wrote business in Maine.

FINANCES, FISCAL YEAR 1987: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

DANA F. CONNORS, COMMISSIONER OF TRANSPORTATION

Mail Address: P.O. Box 747, Portsmouth, N.H. 03801

Established: 1936-37 *Sunset Review:* Not Established

Reference: Policy Area: 07; *Umbrella:* 98; *Unit:* 419; *Citation:* 1937 P&SL, Chap. 18

Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: The Authority has responsibility to maintain, reconstruct, and operate an interstate bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine, and Portsmouth, New Hampshire.

ORGANIZATION: The Authority consists of six members, three of whom, including the Commissioner of the Department of Transportation of the State of Maine, are appointed by the Governor of the State of Maine, and three of whom, including the Commissioner of the Department of Transportation of the State of New Hampshire, are appointed by the Governor of the State of New Hampshire with the advice and consent of the Council. The Authority is empowered to elect a Chairman, Vice Chairman, Treasurer, Assistant Treasurer, and Clerk from the membership.

The Maine-New Hampshire Interstate Bridge Authority is a body corporate and politic created by the laws of the States of Maine and New Hampshire and by a Compact entered into by said states which was consented to by the Congress of the United States.

PROGRAM: Throughout the year the Authority has maintained and operated the Maine-New Hampshire Interstate Bridge and has revised its mandate in accordance with the above purpose.

FINANCES, FISCAL YEAR 1987: The State accounting records for FY 87 do not contain any account assigned to this unit.

STATE GOVERNMENT INTERNSHIP PROGRAM ADVISORY COMMITTEE

KENNETH K. AHN, DIRECTOR

Central Office: University of Maine, Orono *Telephone:* 581-4136
Mail Address: 25 North Stevens Hall, Orono, Maine 04469
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 354; *Citation:* 5 M.R.S.A., Sect. 293
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of this Program are: to attract and select college students with ambition and talent for temporary internships within Maine State Government; to place each intern in a position of some responsibility where he/she can contribute ideas, enthusiasm and ingenuity while completing a project under the direction of a responsible State administrator; to encourage liaison between State Government and the various institutions of higher learning located within the State; and to formulate recommendations for improving the Internship Program and for attracting college graduates with outstanding potential into permanent positions of State employment.

ORGANIZATION: To further the purposes of the program, the legislation provides for a State Government Internship Program Advisory Committee, comprised of the President of the Senate and Speaker of the House or their designated representatives; the Governor or his designated representative; the State Commissioner of Personnel; and the Director, Bureau of Public Administration. In addition, one faculty member from each of 4 accredited, degree-granting institutions of higher learning in the State of Maine are appointed by the Director of the Bureau of Public Administration for 4-year terms. No faculty member is eligible to succeed himself if he has served a full 4-year term, nor can a faculty member be succeeded by another from the same institution. Vacancies are filled by the Director for the unexpired term. The members of the Internship Program Advisory Committee organize by electing a chairman and vice-chairman and serve without pay, but they shall be entitled to reimbursement for necessary expenses incurred in attending meetings called by the Bureau of Public Administration.

The State Government Internship Program is administered by the Bureau of Public Administration, University of Maine at Orono. With the advice of the Internship Advisory Committee, the Bureau of Public Administration plans, develops and puts into effect administrative guidelines, policies and operational procedures for interns and supervisors participating in the Internship Program.

PROGRAM: The 1987 State Government Internship Program placed fifty (50) Maine college students in state agencies for a period of twelve weeks.

Intern Eligibility. In order to qualify for the program, participants had to be legal residents of Maine, be currently enrolled in college, and have successfully completed two years of college. The Internship Program was advertised to potential applicants through a statewide news release and informational bulletins provided to all vocational schools, colleges and universities throughout Maine.

Intern Selection. All eligible applications and worksites were reviewed by Bureau of Public Administration staff. Recommendations were presented to the Internship Program Advisory Committee for their review and final selection.

Internship Experience. The internship experience began with an orientation session for all interns at which roles, responsibilities and expectations of interns and supervisors were discussed. All interns were considered "temporary, unclassified" employees of the State during the course of their internship and were paid a weekly salary of $175. Academic credit from the University of Maine was available, but not mandatory, for participants in the 1987 internship program.

General coordination and supervision of the program was conducted by the Bureau of Public Administration. Basic supervision of each intern was the responsibility of the agency in which the intern was placed. Formal meetings with each intern and his/her supervisor and the program director were held during the first month to discuss work assignments and progress on assignments.

Participants in the program were requested to submit a brief report covering the work they performed in the agency and recommendations on improving the internship program.

The Internship experience was enhanced and broadened by the education sessions with guest speakers from State Government and the Legislative Leadership. The sessions provided the opportunity for interns to hear and learn more about their State Government and the Legislature from some key officials.

PUBLICATIONS:

Maine State Government Internship Program — Summer 1986 — annual report
(no charge)

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $5,000.00 (Administrative Costs) in FY 87. Participating agencies shared these administrative costs.

JUDICIAL DEPARTMENT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 70 Center Street, Portland *Telephone:* 879-4792
Mail Address: Box 4820 Downtown Station, Portland, Maine 04112
Established: 1820
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 274; *Citation:* 4 M.R.S.A., Sect. 1

PURPOSE: The purpose of the Judicial Department is to administer the State courts within that Department.

ORGANIZATION: Until the signing of the Articles of Agreement for Separation in 1820, Maine was a part of Massachusetts and therefore included in the Massachusetts court system. However, in 1820, Article VI, Section 1, of the new Maine Constitution established the judicial branch of government stating: "The judicial power of the State shall be vested in a Supreme Judicial Court, and such other courts as the Legislature shall from time to time establish". From the start of statehood, the Supreme Judicial Court was both a trial court and an appellate court or "Law Court". The new State of Maine also adopted the same lower court structure as existed in Massachusetts, and the court system remained unchanged until 1852. The Court Reorganization Act of 1852 increased the jurisdiction of the Supreme Judicial Court to encompass virtually every type of case, increased the number of justices and authorized the justices to travel in circuits. The Probate Courts were created in 1820 as county-based courts and have remained so to date.

The next major change in the system came in 1929, when the Legislature created the statewide Superior Court to relieve the overburdened Supreme Judicial Court. Meanwhile, the lower courts continued to operate much as they always had until 1961 when the municipal courts and the trial justices system was abolished and the new District Court created. The most recent change to the Maine Judicial System occurred in 1978 with the addition of the Administrative Court.

The administrative structure of the Maine Judicial Department is similar to that of a corporation. The Supreme Judicial Court serves as the Department's "board of directors" and by statute has general administrative and supervisory authority over the Department. This authority is exercised by promulgating rules, issuing administrative orders, establishing policies and procedures, and generally advising the chief justice. The chief justice is designated as head of the Judicial Department and is assisted by the state court administrator. Each of the four operating courts has a single administrative head, responsible to the chief justice, who also heads the Law Court. The chief justice in the Superior Court and the chief judge in the District Court are each assisted by two court administrators. All three chiefs, together with the state court administrator, the trial court administrators, and some members of the Administrative Office of the Courts, meet at least every other month to address administrative and policy issues, although each court's chief meets with his respective administrators on a more frequent basis.

PROGRAM:

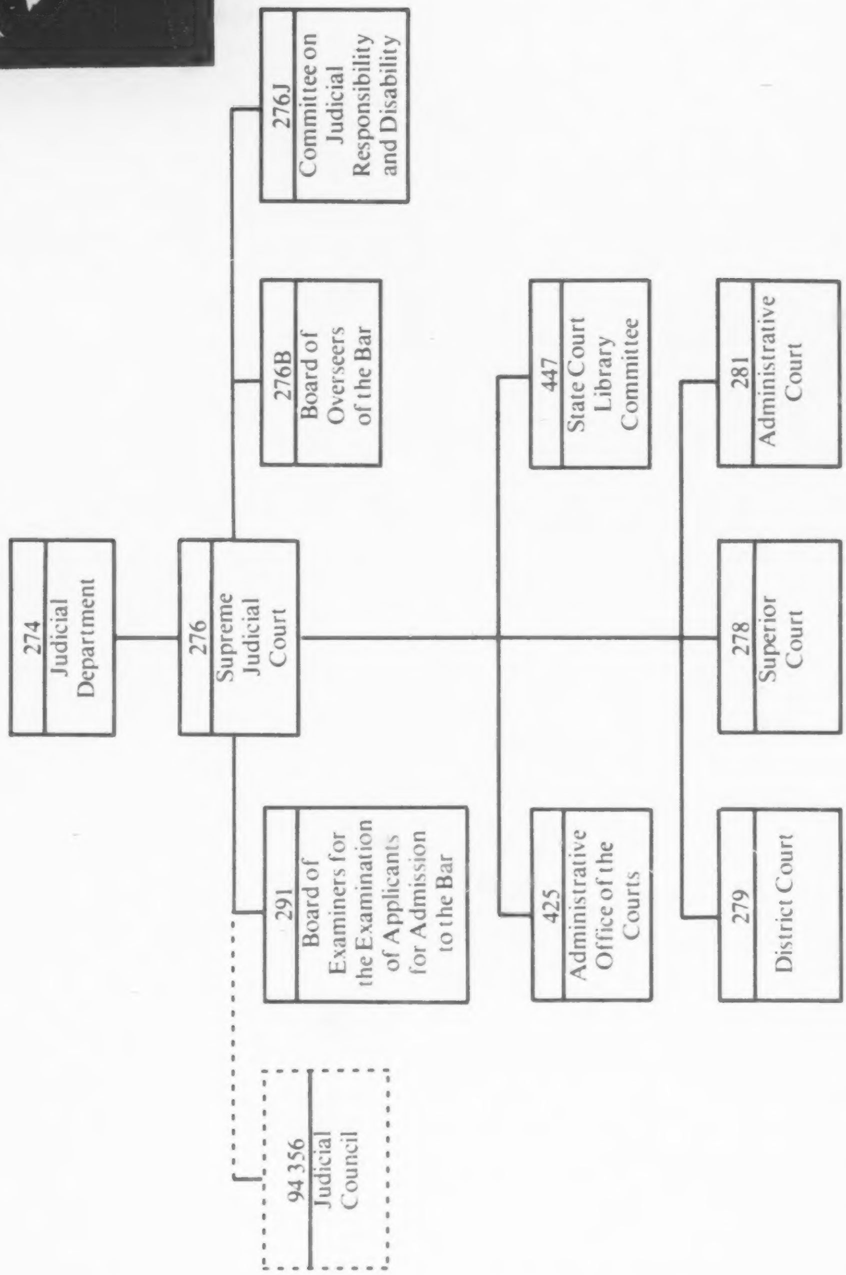
Judicial Department Committees. There are numerous functional committees within the Judicial Department. The purpose of these committees, which include judges, lawyers, and private citizens, is to assist the Supreme Judicial Court, as well as the chief justice of the Supreme Judicial Court, the Superior Court chief justice, and the District Court chief judge in carrying out their respective responsibilities.

Judicial Education. The Ninth Maine Judicial Conference was held in Augusta on November 7, 1986. Because of fiscal constraints, the conference was limited to one day and involved judges only. Three judges and justices attended the General Jurisdiction Course at the National Judicial College in 1986. The attendees were newly appointed jurists who, by custom and practice, have always attended this vital orientation program.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

Judge Vincent L. McKusick
Chief Justice
of the Superior Court

ORGANIZATIONAL CHART
JUDICIAL DEPARTMENT
UMB 40


274 Judicial Department
276 Supreme Judicial Court
276J Committee on Judicial Responsibility and Disability
276B Board of Overseers of the Bar
291 Board of Examiners for the Examination of Applicants for Admission to the Bar
94 356 Judicial Council
447 State Court Library Committee
425 Administrative Office of the Courts
281 Administrative Court
278 Superior Court
279 District Court

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
JUDICIAL DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,642,192	8,619,130	9,285		13,777	
Health Benefits	409,568	408,853			715	
Retirement	1,426,934	1,424,548			2,386	
Other Fringe Benefits	38,739	38,549			190	
Computer Services—Comm.	7,281	7,281				
Computer Services—State	33,951	33,951				
Other Contractual Service	7,544,764	7,479,569	62,190		3,005	
Rents	1,051,901	1,050,796			1,105	
Commodities	263,857	262,887	3		967	
Grants—Subsidies—Pensions	1,594,495	1,594,495				
Buildings and Improvement	60,256	15,077	45,179			
Equipment	477,684	450,086	17,952		9,646	
Transfers to Other Funds	169		−5		174	
TOTAL EXPENDITURES	21,551,791	21,385,222	134,604		31,965	

JUDICIAL DEPARTMENT (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,632,907	8,619,130			13,777	
Health Benefits	409,568	408,853			715	
Retirement	1,426,934	1,424,548			2,386	
Other Fringe Benefits	38,739	38,549			190	
Computer Services—Comm.	7,281	7,281				
Computer Services—State	33,951	33,951				
Other Contractual Service	7,482,574	7,479,569			3,005	
Rents	1,051,901	1,050,796			1,105	
Commodities	263,854	262,887			967	
Grants—Subsidies—Pensions	1,594,495	1,594,495				
Buildings and Improvement	60,256	15,077	45,179			
Equipment	477,684	450,086	17,952		9,646	
Transfers to Other Funds	169		-5		174	
TOTAL EXPENDITURES	21,480,313	21,385,222	63,126		31,965	

ADMINISTRATIVE OFFICE OF THE COURTS

DANA R. BAGGETT, STATE COURT ADMINISTRATOR

Central Office: 70 Center Street, Portland *Telephone:* 879-4792
Mail Address: Box 4820 DTS, Portland, Maine 04112
Established: 1975
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 425; *Citation:* 4 M.R.S.A., Sect. 15

PURPOSE: The State Court Administrator under the supervision of the Chief Justice of the Supreme Judicial Court shall:

1. Continuous Survey and Study. Carry on a continuous survey and study of the organization, operation, condition of business, practice and procedure of the Judicial Department and make recommendations to the Chief Justice concerning the number of judges and other judicial personnel required for the efficient administration of justice. Assist in long and short range planning.

2. Examine the status of dockets. Examine the status of dockets of all courts so as to determine cases and other judicial business that have been unduly delayed. From such reports, the administrator shall indicate which courts are in need of additional judicial personnel and make recommendations to the Chief Justice, to the Chief Justice of the Superior Court, and to the Chief Judge of the District Court concerning the assignment or reassignment of personnel to courts that are in need of such personnel. The administrator shall also carry out the directives of the Chief Justice as to the assignment of personnel in these instances.

3. Investigate complaints. Investigate complaints with respect to the operation of the courts.

4. Examine statistical systems. Examine the statistical systems of the courts and make recommendations for a uniform system of judicial statistics. The administrator shall also collect and analyze statistical and other data relating to the business of the courts.

5. Prescribe uniform administrative and business methods, etc. Prescribe uniform administrative and business methods, systems, forms, docketing and records to be used in the Supreme Judicial Court, in the Superior Court and in the District Court.

6. Implement standards and policies set by the Chief Justice. Implement standards and policies set by the Chief Justice regarding hours of court, the assignment of term parts and justices.

7. Act as fiscal officer. Act as fiscal officer of the courts and in so doing: maintain fiscal controls and accounts of funds appropriated for the Judicial Department; prepare all requisitions for the payment of state moneys appropriated for the maintenance and operation of the Judicial Department; prepare budget estimates of state appropriations necessary for the maintenance and operation of the Judicial Department and make recommendations with respect thereto; collect statistical and other data and make reports to the Chief Justice, to the Chief Justice of the Superior Court, and to the Chief Judge of the District Court relating to the expenditures of public moneys for the maintenance and operation of the Judicial Department; and develop a uniform set of accounting and budgetary accounts for the Supreme Judicial Court, for the Superior Court, and for the District Court and serve as auditor of the Judicial Department.

8. Examine arrangements for use and maintenance of court facilities. Examine the arrangements for the use and maintenance of court facilities and supervise the purchase, distribution, exchange and transfer of judicial equipment and supplies thereof.

9. Act as secretary. Act as secretary to the Judicial Conference.

10. Submit an annual report. Submit an annual report to the Chief Justice, Legislature and Governor of the activities and accomplishments of the office for the preceding calendar year.

11. Maintain liaison. Maintain liaison with the executive and the legislative branches and other public and private agencies whose activities impact the Judicial Department.

12. Prepare and plan clerical offices. Prepare and plan for the organization and operation of clerical offices serving the Superior Court and the District Court within each county; provide for a central clerk of court office at each county seat with satellite clerk in each court.

13. Implement preservice and inservice educational and training programs. Develop and implement preservice and inservice educational and training programs for nonjudicial personnel of the Judicial Department.

14. Perform duties and attend to other matters. Perform such other duties and attend to such other matters consistent with the powers delegated herein assigned to him by the Chief Justice and the Supreme Judicial Court.

ORGANIZATION: The Administrative Office of the Courts was created in 1975. The office is directed by the State Court Administrator, who is appointed by and serves at the pleasure of the Chief Justice. Staff for the Administrative Office is appointed by the State Court Administrator, with the approval of the Chief Justice. The Administrative Office staff is appointed by the State Court Administrator with the approval of the Chief Justice, and includes the following positions: Accountant, Accounting Clerks (3), Budget and Fiscal Officer, Chief Court Security Officer, Court Computer Services Officer, Employee Relations Officer, Management Projects Officer, Policy and Analysis Officer, Purchasing Manager/Accountant, Secretaries (2), and State Court Library Supervisor.

PROGRAM:

Court Automation. After the Rockland District Court served as the pilot site in Maine for the introduction of computerized case management in 1985, significant progress continued during fiscal year 1987 to computerize the District Court at other locations. By the end of the fiscal year, criminal case processing was fully automated in the District Courts located at Biddeford, Portland, Bangor, Lewiston, Springvale, Kittery, Waterville, Augusta, Skowhegan, Ellsworth, Bar Harbor, Farmington, Newport, Houlton, Presque Isle and Caribou.

Two new versions of software were written to enhance the programs previously installed in the Rockland District Court. The Technology Task Force, chaired by the Deputy Chief Judge of the District Court, met regularly throughout the year to review progress and set priorities. Plans for 1987 include continued computerization of additional District Court locations and software development for Superior Court criminal processing.

Following a second evaluation of computer assisted legal research, use of leased Westlaw terminals was continued at three court locations, and updated Lexis software was made available to two District Court judges.

Work on State Commissions. The Administrative Office of the Courts devoted much staff time to serving on and providing information to various state commissions and committees during FY 87. They included: the Legislature's Appropriations Subcommittee Studying the Relationship Between the Judicial, Executive and Legislative Branches of Maine Government; the Supreme Judicial Court Relocation Commission; the Maine State Bar Association Commission on Court Appointments; the Judicial Council's Committee on Collection of Fines; the Asbestos Management Task Force; the Committee to Study Computerizing Criminal History Records; the Legislature's Committee to Study the Processing of Traffic Fines; and the Maine OUI Committee.

PUBLICATIONS:

Judicial Department Annual Report
Mediation of Divorces in Maine
A Guide to Small Claims Proceedings of the Maine District Court
Traverse Juror Handbook
The Court Crier

FINANCES, FISCAL YEAR 1987: 4 MRSA, Sections 22 and 24, provides that expenditures of this unit, which amounted to $705,450 in FY 87, shall be borne by the Judicial Department and are, therefore, included in its financial display.

ADMINISTRATIVE COURT

EDWARD W. ROGERS, ADMINISTRATIVE COURT JUDGE

Central Office: 66 Pearl Street, Portland *Telephone:* 879-4715
Mail Address: Box 7260, Portland, Maine 04112

Established: 1973

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 281; *Citation:* 4 M.R.S.A., Sect. 1151

PURPOSE: The purposes and objectives of the Administrative Court are twofold: (1) to protect the health, safety and well-being of the general public from wrongful acts of professional, business and trade licensees; and (2) to protect the interests of occupational licensees by means of providing fair and impartial trials and rendering written decisions on administrative complaints, brought against them by numerous State departments, boards and agencies, seeking the suspension or revocation of their licenses.

ORGANIZATION: The Administrative Court was created by the Legislature in 1973 and became a part of the Judicial Department in 1978. Prior thereto, the Administrative Court had jurisdiction over suspension and revocation of licenses by a specific list of executive agencies. Effective July 1, 1978, the legislature substantially expanded the jurisdiction of the Administrative Court. Other than in emergency situations, the Administrative Court was granted exclusive jurisdiction upon complaint of an agency or, if the licensing agency fails or refuses to act within a reasonable time, upon complaint of the Attorney General, to revoke or suspend licenses issued by the agency, and original jurisdiction upon complaint of a licensing agency to determine whether renewal or issuance of a license of that agency may be refused. Effective in 1983, the Administrative Court also has exclusive jurisdiction to hear appeals from disciplinary decisions of the Real Estate Commission.

There are two judges of the Administrative Court; the Administrative Court judge and the Associate Administrative Court judge. The judges must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature. On assignment by the chief justice of the Supreme Judicial Court, Administrative Court judges regularly sit in the District Court and in the Superior Court, almost exclusively in Portland.

PROGRAM: Pursuant to P.L. 1977, Chapter 551, the Administrative Court was reconstituted and placed within the Judicial Department, effective July 1, 1978 (see 4 M.R.S.A. § 1151 et seq. and 5 M.R.S.A. § 10051). Implementation of the expanded jurisdiction of the court necessitated a reorganization of its operations which resulted in creation of a clerk's position and two secretarial positions. The Associate Administrative Court Judge position created in 1977 was also filled as part of the implementation process.

To the extent permitted by an increasing caseload and expanding jurisdiction, the Administrative Court judges continue to assist the District and Superior Courts by hearing civil contested matters on a regular basis. In a similar fashion the Administrative Court staff, consisting of a clerk and two recording secretaries, renders frequent assistance to the other Courts and to the Administrative Office of the Courts.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $290,714 in FY 87 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR

ARTHUR E. STROUT, CHAIRMAN/SECRETARY

Central Office: AGC Building, Whitten Road, Augusta *Telephone:* 623-2464
Mail Address: P.O. Box 30, Augusta, Maine 04330
Established: 1899 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 291; *Citation:* 4 M.R.S.A., Sect. 801
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Board of Examiners for the Examination of Applicants for Admission to the Bar is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice in the several courts of the State as attorneys. After passing the examination and compliance with the statutes has been accomplished, the Board issues a certificate of qualification which states the standing of the applicant, and recommends his/her admission to the bar.

ORGANIZATION: The Board is composed of 7 lawyers of the State and one representative of the public appointed by the Governor. As the terms of the present and future members expire, one or more members of the Board will be appointed annually by the Governor on the recommendation of the Supreme Judicial Court, and they will hold office for terms of 5 years beginning on the first day of January of the year of appointment and ending on the last day of December of the year of expiration of the appointment. The Board holds at least 2 examination sessions annually at such times and places in the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect from their number a secretary and a chairman who may, but need not, be the same person and make such rules and regulations relative to the performance of the duties of the Board and to the examinations which the Board conducts as to them may seem proper. Four members of said Board shall constitute a quorum for the transaction of business.

The secretary of the Board shall be the treasurer thereof and shall receive all fees, charges and assessments payable to the Board and account for and pay over the same according to law.

PROGRAM: The following are bar examination results. Modified applicants are persons who have passed bar examinations in other states, as opposed to regular applications.

	July 83		Feb. 84		July 84		Feb. 85		July 85		Feb. 86		July 86		Feb. 87	
	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.
Applicants taking exam	122	22	46	25	110	34	34	40	157	28	42	30	136	28	95	47
Number passing exam	97	16	38	20	86	30	24	37	141	23	29	26	118	23	74	42

In its efforts to discharge its statutory duties, the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;

2. the eligibility of graduates of European, Asian and African law schools to take the bar exam;

3. the fairness and validity of examination procedures and standards;
4. the relationship of a law school education to the bar examination; and,
5. the effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of other jurisdictions in bar examination matters.

LICENSES, PERMITS, ETC.
Certificate:
Recommending Admission to the Bar

PUBLICATIONS:
Rules of the Board

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	[illegible]		[illegible]			
Other Contractual Service	[illegible]		[illegible]			
Commodities	[illegible]		[illegible]			
TOTAL EXPENDITURES	[illegible]		[illegible]			

STATE COURT LIBRARY COMMITTEE

SIDNEY W. WERNICK, CHAIRMAN
ANN PIERCE, State Court Library Supervisor

Central Office: 70 Center Street, Portland, Maine
Mail Address: Box 4820, D.T.S., Portland, Maine 04112
Established: 1981
Reference: Policy Area: 00; Umbrella: 40; Unit: 467; Citation: 4 M.R.S.A., Sect. 191

PURPOSE: The State Court Library Committee serves as the governing body for Maine's 16 county law libraries, to assure access to basic legal materials for the bench, the bar and the public.

ORGANIZATION: The committee is made up of seven voting members—two members of the public, two of the judiciary and three attorneys, all of whom are appointed by the Chief Justice of the Supreme Judicial Court, who also appoints the chairman. The State Court Administrator and the State Law Librarian are *ad hoc* members and one member of the judiciary serves as judicial liaison.

The libraries themselves are organized into a four-tier system. Each tier reflects both the size of the collections and the state stipend allocated to maintain them.

PROGRAM: Under the direction of the State Court Library Committee, the State Court Library Supervisor is charged with overseeing the professional functions of the county law libraries. These duties include staffing; periodic visits to the libraries and meetings with the local bar association library committees; budgeting and the allocation of state monies for collection development; and the utilization of space-saving items such as micro-film and reader-printers.

PUBLICATIONS:

Manual for County Law Libraries—Free
Guide to Legal Resources in Maine—Free
Maine County Law Library Bulletin—Free

FINANCES, FISCAL YEAR 1987: 4 MRSA, Chap. 6, provides that expenditures of this unit, which amounted to $245,174 in FY 87, shall be borne by the Judicial Department and are, therefore, included in its financial display.

DISTRICT COURT

BERNARD M. DEVINE, CHIEF JUDGE

Central Office: 66 Pearl St., Portland *Telephone:* 879-4720
Mail Address: P.O. Box 66, D.T.S., Portland, Maine 04112

Established: 1961

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 279; *Citation:* 4 M.R.S.A., Sect. 151

PURPOSE: The purpose of the District Court is to serve as the court of limited jurisdiction for the State.

ORGANIZATION: The District Court was created by the Legislature in 1961 as Maine's court of limited jurisdiction. The Court has original jurisdiction in non-felony criminal cases, traffic infractions and civil violations, can accept guilty pleas in felony cases and conducts probable cause hearings in felony cases. The Court has concurrent jurisdiction with the Superior Court in divorce, non-equitable civil cases involving not more than $30,000, and also may grant equitable relief in cases of unfair trade practices and in cases involving local land use violations. In practice, the District Court hears virtually all child abuse and neglect cases, termination of parental rights cases, protection from abuse cases, and cases involving local land use violations. The District Court is the small claims court (for cases involving not more than $1400) and the juvenile court. In addition, the Court hears mental health, forcible entry and detainer, quiet title and foreclosure cases. It is the only court available for the enforcement of money judgments.

There are 23 judges in the District Court, the chief judge, who is designated by the chief justice of the Supreme Judicial Court, 8 judges-at-large who serve throughout the state, and 15 resident judges (including the Chief Judge) who sit principally within the districts where they live. The judges are appointed by the Governor for seven year terms, with the consent of the Legislature. On assignment by the chief justice of the Supreme Judicial Court, District Court judges may also sit in the Superior Court.

Upon retirement, a District Court judge may be appointed an active retired judge by the Governor for a seven year term, with the consent of the Legislature. On assignment by the chief judge, an active retired judge has the same authority as an active judge. There were five active retired judges in the District Court during 1986.

PROGRAM: In the District Court, resident judges serve in the district to which they are appointed by the Governor, although occasionally they may assist in other districts in emergency instances. There are eight at-large judges who are scheduled by the deputy chief judge on a monthly basis. Seven District Court locations require the services of an at-large judge every month, leaving only one judge available to cover special assignments and vacancies due to illness, vacations, and educational conferences, and to assist courts experiencing particular backlog problems.

District Court Building Fund. Pursuant to 4 M.R.S.A. §163 (3), $3,000 per month is transferred from the District Court appropriation to the District Court Building Fund. This fund is "to be used solely for the building, remodeling and furnishing of quarters for the District Court...". Monies in this fund are carried forward from year to year.

The balance forward from fiscal year 1986 was $90,479. The addition of $36,000 from appropriations and $7,000 from the Bureau of Public Improvements for fiscal year 1987 brought the total available funds to $133,479. Of this amount $70,101 was spent during the year to replace equipment and for the renovations in Portland, Brunswick, Lewiston, Augusta, Biddeford, Kittery, Springvale, Rockland, Belfast, Farmington, Bangor, Caribou, Houlton, Madawaska and Fort Kent court locations, leaving a year-end balance of $63,378.

Court Appointed Special Advocate Program (CASA). The CASA program was established in 1985 within the District Court to address the needs of abused and neglected children by using trained volunteers to represent these children. These volunteers, who are paid only for their travel and expenses, largely replace state-paid attorneys who had routinely served as guardians ad litem to the children prior to the program's development. During 1986, legislation was enacted to establish CASA as a regular part of the Judicial Department structure. By the end of calendar year 1986, the program had been operational in Rockland, Wiscasset and Lewiston for 12 months and in Portland and Brunswick for six months. Of the 193 child protection cases filed in these District Court locations during 1986, a total of 110 cases were assigned to CASA volunteers.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $9,557,771 in FY 87 and are, by administrative decision, included with those of the Judicial Department.

COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

ROGER C. LAMBERT, CHAIRPERSON
MARGARET J. TIBBETTS, VICE-CHAIRPERSON
MERLE W. LOPER, Executive Secretary

Central Office: Portland, Maine
Mail Address: P.O. Box 8058, Portland, Maine 04104

Established: 1978

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276J; *Citation:* Supreme Judicial Court Order 1978, No. SJC-109; 4 MRSA §9-B

PURPOSE: The Supreme Judicial Court created the Committee on Judicial Responsibility and Disability by court order dated June 26, 1978, effective July 5, 1978. The Committee is empowered to receive and investigate complaints of judicial misconduct and disability. Judicial misconduct is defined by the Maine Code of Judicial Conduct, which was promulgated by the Supreme Judicial Court. By order of the Court, the Code of Judicial Conduct is binding on all state judges, except in the case of judges of probate only the first three canons apply because of the part-time and elective nature of their positions.

ORGANIZATION: The Committee on Judicial Responsibility and Disability consists of seven members appointed by the Supreme Judicial Court. Two members are either active or active retired justices of the Superior Court, active or active retired judges of the District Court, or active judges of probate. Two members are attorneys at law admitted to practice in the State of Maine, and three members are representatives of the general public of the State of Maine. The public and attorney members are appointed by the Supreme Judicial Court upon the recommendation of the Governor. Four alternate members are also appointed to serve with respect to any matter from which a regular member is excused or otherwise unavailable.

PROGRAM: Proceedings before the Committee are typically begun upon receipt of a complaint concerning the conduct of a judge. If the Committee members decide that the facts stated appear to come within its authority, a copy of the complaint is submitted to the judge involved for his response, followed by an investigation and decision on whether an evidentiary hearing is necessary. The Committee cannot impose disciplinary sanctions. Its findings and conclusions, together with recommendations, are reported to the Supreme Judicial Court and thereafter the matter is in the hands of the Court. The Committee may also seek informal correction of any judicial conduct or practice that may create an appearance of judicial misconduct.

Upon written request of the Governor or the Legislature's Joint Standing Committee on the Judiciary, in connection with consideration of the appointment of a person who is or has been a sitting judge, the Committee is directed to provide information on any complaints made against that judge and the Committee's disposition thereof.

The Committee reports annually to the Supreme Judicial Court a summary of each year's activities.

PUBLICATIONS:

The Committee has available for distribution a booklet containing the Committee's rules and all of the orders of the Court affecting the Committee's jurisdiction and procedure. Copies are available upon request. Copies of the Committees 1986 Annual Report are also available upon request.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $38,240 in FY 87 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF OVERSEERS OF THE BAR

LOUISE P. JAMES, CHAIRMAN
J. SCOTT DAVIS, BAR COUNSEL

Central Office: Whitten Road, AGC Building *Telephone:* 623-1121
Mail Address: P.O. Box 1820, Augusta, Maine 04330

Established: 1978

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276B; *Citation:* Judicial Order 1978, Law Docket #4890

PURPOSE: The purpose of this Board is to act on behalf of the Supreme Judicial Court, and by its appointment and order, to supervise attorneys admitted to the practice of law in this state, and to assist the Supreme Judicial Court in the disciplining of attorneys who may violate the Court mandated ethical or other rules of practice.

ORGANIZATION: The Board of Overseers of the Bar was created by order of the Supreme Judicial Court, effective November 1, 1978 (Maine Bar Rules). The Board consists of nine (9) members selected by the Court, three (3) of whom are lay persons and six (6) of whom are members of the Bar of the State of Maine.

PROGRAM: This unit's activities are limited to the performance of its duties as provided in the Maine Bar Rules. (See Maine Rules of Court.) In general, it supervises and administers the registration of all attorneys admitted to practice in this state; investigates and processes claims and reports of violations by attorneys of the rules of practice set forth in the Maine Bar Rules; provides a procedure for the arbitration of disputes between clients and attorneys with respect to legal fees; maintains limited consulting and advisory services with respect to the interpretation and application of the Code of Professional Responsibility (Rule 3 of the Maine Bar Rules relating to ethical standards); and engages in a continuing review and study of the Bar in relation to the public and the Courts for the purpose of making recommendations to the Supreme Judicial Court with respect to the Maine Bar Rules.

PUBLICATIONS:

"Legal Fee Arbitration" (Procedures and rules governing the Fee Arbitration Commission of the Board of Overseers of the Bar); Maine Manual on Professional Responsibility.

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend state funds. All receipts and income are derived from registration fees paid by attorneys pursuant to order of the Supreme Judicial Court, except for a modest sum paid by the Board of Bar Examiners on account of certain administrative and clerical services performed on its behalf. All disbursements and expenditures are made pursuant to budget approved by the Supreme Judicial Court.

SUPERIOR COURT

MORTON A. BRODY, CHIEF JUSTICE

Central Office: Maine Superior Court, Kennebec County Courthouse
Telephone: 622-9357
Mail Address: 95 State Street, Augusta, Maine 04330
Established: 1930 *Sunset Review Required by:* No Sunset Data for this Submission
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 278; *Citation:* 4 M.R.S.A., Sect. 101

PURPOSE: The purpose of the Superior Court is to serve as the court of general trial jurisdiction for the State of Maine. (4 M.R.S.A. Section 101)

ORGANIZATION: The Superior Court was created by the Legislature in 1929 as Maine's trial court of general jurisdiction. The court has original jurisdiction over all matters (either exclusively or concurrently with other courts) which are not within the exclusive jurisdiction of the District Court. This is the only court in which civil and criminal jury trials are held. In addition, justices of this court hear appeals on questions of law from the District Court and from the Administrative Court.

There are 16 justices of the Superior Court who hold sessions of the Court in each of the 16 counties. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. A single justice is designated by the Chief Justice of the Supreme Judicial Court to serve as the Chief Justice of the Superior Court. Court administrators oversee the day-to-day administrative activities of the Court.

Upon retirement, a Superior Court justice may be appointed an Active Retired Justice by the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice. There were two active retired justices in the Superior Court during 1986.

PROGRAM: The Chief Justice of the Superior Court assigns Superior Court justices to serve throughout the state, although justices serve primarily in a few courts close to their homes for most of the year. On a monthly or bi-monthly basis, the court administrators, in coordination with justices, clerks, and attorneys, prepare schedules detailing the daily work of justices and court reporters, for approval by the chief justice.

FINANCES, FISCAL YEAR 1987: 4 M.R.S.A., Sections 22 and 24, provide that expenditures of this unit, which amounted to $7,836,031 in FY 87, shall be borne by the Judicial Department and are, therefore, included in its financial display.

SUPREME JUDICIAL COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 142 Federal Street, Portland *Telephone:* 879-4791
Mail Address: Box 4910 DTS, Portland, Maine 04112

Established: 1820 *Sunset Review Required by:* No Sunset Data for this Submission

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276; *Citation:* 4 M.R.S.A., § 1

PURPOSE: The purpose of the Supreme Judicial Court as the Law Court is to serve as the appellate tribunal for the State. The Supreme Judicial Court also has general administrative and supervisory authority over the Judicial Department and shall make and promulgate rules, regulations and orders governing the administration of the Judicial Department.

ORGANIZATION: The Supreme Judicial Court is the highest court in Maine, and as the Law Court is the court of final appeal. The Law Court hears appeals of civil and criminal cases from the Superior Court, appeals from all final judgments, orders and decrees of the Probate Court, appeals of decisions of the Public Utilities Commission and the Workers Compensation Commission's Appellate Division, appeals from the District Court in parental rights, termination and foreclosure cases, interlocutory criminal appeals from the District and Superior Courts, and appeals of decisions of a single justice of the Supreme Judicial Court. A justice of the Supreme Judicial Court has jurisdiction to hear, with his consent, non-jury civil actions, except divorce or annulment of marriage, and can be assigned by the Chief Justice to sit in the Superior Court to hear cases of any type, including post-conviction matters and jury trials. In addition, the Supreme Judicial Court defines and regulates the practice of law and the conduct of attorneys in Maine by the promulgation of Maine Bar Rules, published in the annual Maine Rules of Court. It also is the ultimate authority for admitting lawyers to the bar, and for administering lawyer discipline including disbarment. The justices of the Supreme Judicial Court make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law on solemn occasions when requested by the Governor, Senate, or House of Representatives. Three members of the Supreme Judicial Court serve as the Appellate Division for the review of sentences of one year or more.

The Supreme Judicial Court has seven members; the Chief Justice and six Associate Justices. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. The court sits in Portland four times a year and in Bangor twice a year. Each term runs from two to three weeks and handles from 50 to 60 cases.

By statute, the Chief Justice is head of the Judicial Department, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Department.

Upon retirement, a Supreme Judicial Court justice may be appointed an Active Retired Justice by the Governor, for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

LICENSES, PERMITS, ETC.

Admission to Practice—Attorney At Law, 4 M.R.S.A. § 801

FINANCES, FISCAL YEAR 1987: 4 M.R.S.A. Sections 22 and 24, provide that expenditures of this unit, which amounted to $1,732,209 in FY 87, shall be borne by the Judicial Department and are, therefore, included in its financial display.

JUDICIAL COUNCIL

VINCENT L. McKUSICK, CHIEF JUSTICE, CHAIRMAN, EX OFFICIO
MURROUGH H. O'BRIEN, Executive Secretary

Central Office: 38 High St., Portland *Telephone:* 774-4130
Mail Address: Box 370, DTS, Portland, Maine 04112

Established: 1935 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 356; *Citation:* 4 M.R.S.A., Sect. 451

Average Count—All Positions: 0 *Legislative Count:* 1 part-time

PURPOSE: The purpose of the Judicial Council is to make a continuous study of the organization, rules, and methods of procedure and practices of the judicial system of the State of Maine, the work accomplished and the results produced by that system and its various parts.

The Judicial Council reports biennially on or before the first day of December to the Governor on the work of the various branches of the judicial system and also submits for the consideration of the justices of the various courts suggestions with regard to law or practice and procedure. The Council also conducts, in conjunction with the Office of the State Court Administrator, the Maine Criminal Justice Sentencing Institute.

ORGANIZATION: The organization of the Judicial Council consists of the following: the Chief Justice of the Supreme Judicial Court (Chairman, ex officio), the Chief Justice of the Superior Court, the Attorney General, the Chief Judge of the District Court, the Dean of the University of Maine Law School, together with an active or retired Justice of the Supreme Judicial Court, one Justice of the Superior Court, one Judge of the District Court, one Judge of a Probate Court, one Clerk of Courts, two lawyers and six laypersons, the latter to be appointed by the Governor for such periods not exceeding four years, as he may determine. The executive secretary, a part-time contract employee, provides all executive services to the Council.

PROGRAM: The program of the Judicial Council consists of a continuous study of the work of the various courts in Maine, the problems with which they are confronted and ways in which the system can be improved. The Council meets four to five times a year, at which time it considers various issues relating to the conduct of the business of the courts. The Council also has in the past advised the Governor and the Legislature directly on matters relating to the operations of the courts in response to specific inquiries.

The Judicial Council has undertaken many major studies and programs aimed at improving the operations of the courts. These have included the 1971 study of the Superior Court, numerous studies on indigent defense, court financing, the probate court, studies relating to the establishment of the District Court, and various other reforms. The Judicial Council prepares legislation to implement reforms and appears before legislative committees in support of this legislation and in connection with other legislation affecting the courts.

During 1986-87, the Council has been involved in probate court reform; the collection of unpaid fines; the future of the Maine legal profession; and the preparation of a citizen's guide to the courts.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $8,275 in FY 87 and are, by administrative decision, included with those of the Judicial Department.

DEPARTMENT OF LABOR

JOHN FITZSIMMONS, COMMISSIONER

Central Office: 20 Union Street, Augusta *Telephone:* 289-3788
Mail Address: P.O. Box 309, Augusta, Maine 04330
Established: 1971 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 158; *Citation:* 26 M.R.S.A., Sect. 1401
Average Count—All Positions: 539 *Legislative Count:* 64

Organizational Units:
- Bureau of Employment Security
- Unemployment Insurance Commission
- Bureau of Labor Standards
- Maine Occupational Information Coordinating Committee
- Maine Labor Relations Board
- Maine Job Training Council
- Department of Labor Advisory Council
- Bureau of Employment and Training Programs
- Office of the Commissioner

PURPOSE: The Department of Labor was established to achieve the most effective utilization of the labor resources in the State by developing and maintaining an accountable State employment and training policy, by insuring safe working conditions and protection against loss of income and by enhancing the opportunities of the individuals to improve their economic status.

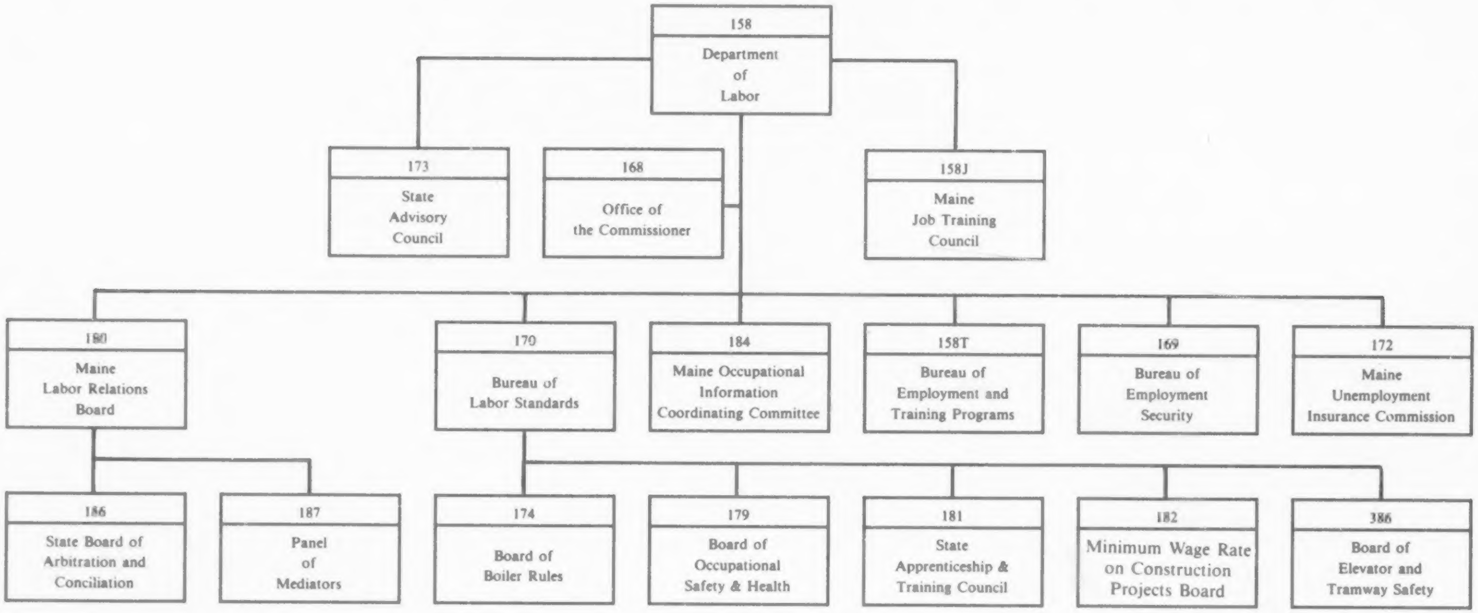
The Department, through specific powers and duties delegated to its component administrative units, is authorized to provide services for all workers and employers in the State who desire assistance and establish and maintain free public employment offices. The Department collects unemployment taxes from liable employers and pays unemployment benefits to eligible claimants. It also enforces all State laws established for the protection of the health and safety of workers, and laws regulating the payment of wages and employment of minors. To further harmonious labor-management relations and provide occupational training for the unemployed and underemployed are final concerns of the Department.

ORGANIZATION: The Department of Labor was created by State Government reorganization legislation, effective September 24, 1971, to consolidate various employment and training related agencies of the State, including the Bureau of Employment Security and the Employment Security Commission, originally established in 1936; the Bureau of Labor Standards, functioning since 1873; the Maine Labor Relations Board, established in 1972; the Maine Job Training Council and the Maine Occupational Information Coordinating Committee, both originally established in 1979; the Bureau of Employment and Training programs, functioning since 1974; the Office of Administrative Services established in 1982; and the Office of the Commissioner established in 1983.

PROGRAM: The long-range goal of the Department of Labor is to further consolidate the functions and activities of the interrelated component organizational units.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
DEPARTMENT OF LABOR
UMB 12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Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
DEPARTMENT OF LABOR

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,706,550	1,184,515	127,289		10,394,746	
Health Benefits	642,290	58,517	8,001		575,772	
Retirement	2,002,607	205,334	20,898		1,776,375	
Other Fringe Benefits	43,575	4,285	467		38,823	
Computer Services—Comm.	100,175	7,061	97		93,017	
Computer Services—State	82,492	57,797	239,483		−214,788	
Other Contractual Service	3,294,672	278,342	265,987		2,750,343	
Rents	990,238	665	4,225		985,348	
Commodities	445,988	29,865	15,775		400,348	
Grants—Subsidies—Pensions	67,735,219	309,485	101,324		14,698,507	52,625,903
Buildings and Improvement	15,312		330		14,982	
Equipment	466,053		22,237		443,816	
Interest—Debt Retirement	16				16	
Transfers to Other Funds	233,129		19,332		213,797	
TOTAL EXPENDITURES	87,758,316	2,135,866	825,445		32,171,102	52,625,903

OFFICE OF THE COMMISSIONER

JOHN FITZSIMMONS, COMMISSIONER

Central Office: 20 Union Street, Augusta *Telephone:* 289-3788
Mail Address: Statehouse Station 54, Augusta, Maine 04333
Established: 1983 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168; *Citation:* 26 M.R.S.A., Sect. 1401
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Office of the Commissioner of the Department of Labor is the central administrative unit of the Department. The responsibilities of the Office include review, oversight and coordination of all Departmental functions. The Office provides primary liaison with federal and state agencies, the Legislature, the press and the public.

ORGANIZATION: The Office of the Commissioner consists of the Commissioner and immediate support staff.

PROGRAM: The programs of the Department are implemented through its component units.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF THE COMMISSIONER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	27,515	27,515				
Health Benefits	926	926				
Retirement	4,576	4,576				
Other Fringe Benefits	130	130				
Other Contractual Service	6,370	6,370				
Commodities	1,805	1,805				
TOTAL EXPENDITURES	41,322	41,322				

STATE ADVISORY COUNCIL (Labor)

JOHN FITZSIMMONS, COMMISSIONER

Central Office: 20 Union Street, Augusta 04330 *Telephone:* 289-3788
Mail Address: P.O. Box 309, Augusta, Maine 04330
Established: 1936 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 173; *Citation:* 26 M.R.S.A., Sect. 1082
Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: The Advisory Council's objectives are to aid the Department in formulating policies and discussing problems related to the administration of the Employment Security Law, and to assure impartiality and freedom from political influence in solving these problems. It may also make recommendations to the Legislature for changes which will aid in accomplishing the objectives of the Employment Security Law.

ORGANIZATION: Established by law in 1936, the State Advisory Council is composed of an equal number of members representing employers, employees, and the general public. The law was amended July 26, 1941 to limit the Advisory Council to not more than six members, and was further amended August 13, 1947 to limit the State Advisory Council to not more than nine members equally representing employers, employees, and the general public.

PROGRAM: The State Advisory Council held two meetings during fiscal year 1987 to discuss departmental policies and problems relating to the Employment Security Law.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $724 in FY 87 and are, by administrative decision, included with those of Maine Department of Labor, Bureau of Employment Security.

STATE APPRENTICESHIP AND TRAINING COUNCIL

RICHARD GRANDMAISON, CHAIR
NATHANIEL CROWLEY, Vice Chair

Central Office: State Office Bldg., *Floor:* 7 *Telephone:* 289-4307
Mail Address: Station #45, Augusta, Maine 04333
Established: 1943 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 181; *Citation:* 26 M.R.S.A., Sect. 1002
Average Count—All Positions: 11 *Legislative Count:* 11

PURPOSE: The State Apprenticeship and Training Council was established to provide to employers a time-tested means of training persons to become proficient craftsmen in the trades through exposure to on-the-job work experiences and attending classes in related theoretical instruction. It is responsible for establishing standards of apprenticeship and issuing certificates of completion to apprentices satisfactorily completing their trade, thus providing employers with trained personnel. Meeting periodically, the Council cooperates with the Department of Educational and Cultural Services to provide supplemental instruction, and the Veterans Administration in approving apprenticeship training for veterans.

ORGANIZATION: The Council is composed of eleven members appointed by the Governor, made up as follows: four members must be representatives of employees and members of a recognized labor organization; four members must be representatives of employers; and three members must represent the public. Appointments are made so that the term of one member of each group expires each year. The Council elects a chair, vice chair, and secretary. The budget of the Council is incorporated in the overall budget of the Bureau of Labor Standards. The Bureau Director exercises supervision over Council employees and the disbursement of funds. The Associate Commissioner of Vocational Education, the Commissioner of Labor and the Director of the Bureau of Labor Standards are ex officio Council members without vote.

PROGRAM: Continued goals of the Council are to provide the highest quality training possible by working with employers, Vocational Education officials, Joint Apprenticeship Training Committees, and the apprentices; and to publicize the educational advantages of apprenticeship training. Further goals of the Council are to work with JTPA, WEET, TJTC and Job Service to further place apprentices in programs written for AFDC recipients. The majority of apprentices receive a starting wage greater than the minimum and are earning their livelihood while learning a trade. Periodic wage increases are a requirement of each program.

Pertinent statistics for fiscal year 1986/1987 are as follows:

Apprenticeship	
New Programs Registered	25
Programs cancelled	5
Total Programs to July 1, 1987—305	
New Apprentices Registered	177
Apprentices Reinstated	0
Apprentices Completed	230
Apprentices Cancelled	165
Apprentices Suspended	0

Certificates: After certification by the employer or a Joint Apprenticeship Training Committee and approval of a Vocational Education Representative, the Apprenticeship and Training Council issues Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

LICENSES, PERMITS, ETC.

Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

FINANCES, FISCAL YEAR 1987: 26 MRSA, Sect. 1002, provides that expenditures of this unit, which amount to $1,511.17 in FY 87, shall be borne by the Bureau of Labor Standards.

STATE BOARD OF ARBITRATION AND CONCILIATION

PAUL G. JENSON, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2015
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333
Established: 1909 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 186; *Citation:* 26 M.R.S.A., Sect. 931
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Board of Arbitration and Conciliation was established to further harmonious labor-management relations in the State of Maine by endeavoring to settle disputes, strikes and lockouts between employers and employees. The Board operates in both the public and private sector. It serves as a Board of Inquiry, as a Board of Conciliation in the private sector, or as a Board of Arbitration with power to inquire and to investigate labor-management disputes in the public or private sector.

ORGANIZATION: The Maine Board of Arbitration and Conciliation was originally created in 1909, and experienced major reorganization in 1955 and procedural reform in 1985. The Board consists of three primary members representing labor, management and the public. There are six alternates, two for each of the foregoing permanent positions. All permanent and alternate members of the Board are appointed by the Governor for terms of three years. Appropriations for the Board are included in the budget of the Maine Labor Relations Board.

The favorable impact of Chapter 294 P.L. 1985, which amended the procedures of the Board, was demonstrated during FY 1986 and FY 1987 in the increased number of matters which were effectively conciliated by Board panels. Among other things PL 294 confirmed the conciliation authority of the Board in grievance arbitration matters.

PROGRAM: The number of requests received by the State Board of Arbitration and Conciliation in FY 87 reached an all time record exceeding the previous record for filings achieved in the prior year, FY 86, by more than 45%. The Board had received a total of 75 requests, including 71 grievance arbitration requests, one interest arbitration and three requests for fact-finding panels. This surge of requests compares with the previous record of 52 filings achieved in the previous year. In addition to the 75 new filings, there were a significant number of matters which carried over from the previous year for resolution during FY 87. These figures emphasize once again the important service the Board provides to the public sector labor relations community.

A statistical review shows that 41 matters were disposed of during the year either by Decision and Award or by conciliation effort at the time of hearing; a number of other matters were settled by the parties prior to hearing. The Board had a larger backlog of cases than usual at the end of the fiscal year, due primarily to two factors, 1) the significant increase in requests for arbitration over any prior year, and 2) the inability to maintain a normal schedule in the last two months of the year caused by unexpected vacancies in the Employee Representative positions.

Representative of the issues which came before the Board in the past fiscal year include the following:

1. Unused sick leave
2. Transfer rights
3. Discharge, dismissal or termination
4. Discipline
5. Suspension
6. Holiday pay
7. Comp time
8. Workers' comp supplement
9. Pay increase
10. Probationary period
11. Off duty
12. Shift vacancy and shift seniority
13. Overtime pay
14. Vacation time
15. Temporary duty pay
16. Promotion
17. Retirement plan
18. Stand-by pay

As stated in the report for FY 1986, the Board of Arbitration and Conciliation will continue to meets its responsibilities as a forum for dispute resolution—particularly in the area of grievance disposition. As anticipated in recent Annual Reports and as evidenced by the increased number of successful conciliations in FY 86 and FY 87, the enactment of Chapter 294 of the Public Laws of 1985, which clarified the conciliation authority of the Board in grievance arbitration matters, has permitted the Board to more effectively assist the parties in reaching their own resolution of disputes brought before the Board and the Board will continue to explore ways in which it can most effectively utilize its conciliation authority.

The Board is particularly pleased that the Legislature supported its initiative to raise the per diem to $75 through enactment of Chapter 460, Public Laws of 1987. As stated at the legislative hearing the increase—last raised in 1969—will better enable the Board to retain experienced and skilled members and to attract capable labor relations practitioners for service on the Board as openings occur.

FINANCES, FISCAL YEAR 1987: 26 MRSA, Sect. 965, Sub-section 6 provides that expenditures of this unit, which amounted to $20,420.51 in FY 87, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

BOARD OF BOILER RULES

JAMES H. McGOWAN, CHAIR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-4315
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 174; *Citation:* 26 M.R.S.A., Sect. 171

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Boiler Rules was established to promulgate rules for the safe construction, installation, alteration, repair, use and operation of all boilers covered by the statute. This includes all high pressure boilers (those operating at pressures exceeding 15 lbs. gage) and all low pressure boilers located in schools or owned by municipalities. The rules so formulated shall conform as nearly as practicable to the Boiler Code of The American Society of Mechanical Engineers.

ORGANIZATION: Laws pertaining to boilers have been in existence in Maine since 1850. The Board of Boiler Rules was established in 1931. The present Board is comprised of the Chairperson, who is the Director of the Bureau of Labor Standards and representatives of boiler owners, boiler manufacturers, operating engineers, boiler inspectors and insurers, boiler operators, and boiler welders.

PROGRAM: The Board of Boiler Rules met twice during FY 87. The Board heard 2 appeals, and discussed rules for low water cutouts, pressure vessels, power piping and inspection frequency.

The Examining Committee reported an increase in the number of boiler operator and engineer examinations.

The Board made several boiler rule interpretations related to approximately 12 new boiler systems either under construction or with plans for installation in the State.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $1,237.00 in FY 87 and are, by administrative decision, included with those of the Bureau of Labor Standards.

BOARD OF ELEVATOR AND TRAMWAY SAFETY

JAMES H. McGOWAN, CHAIR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-4301
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1949 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 12; *Unit:* 386; *Citation:* 26 M.R.S.A., Sect. 475

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of the Board of Elevator and Tramway Safety are as follows: to protect Maine citizens and visitors from unnecessary mechanical hazards in the operation of elevators and tramways, to ensure that reasonable design and construction are used, and that accepted safety devices and sufficient personnel are provided for. The Board also makes sure that maintenance, inspections and adjustments are made which are deemed essential for the safe operation of elevators and tramways. The primary responsibility for design, construction, maintenance and inspection rests with the firm, person, partnership, association or corporation which owns or operates such a device.

ORGANIZATION: The Elevator Law was enacted in 1949 and in 1951 the Board of Elevator Rules and Regulations was established which adopted national standards as rules for new elevator installations and existing elevators.

The Passenger Tramway Safety Board was created in 1961, and merged with the Elevator Board in 1977 to form the Board of Elevator and Tramway Safety.

The Director of the Bureau of Labor Standards serves as the Chairperson. The remaining members represent elevator owners, elevator manufacturers, licensed elevator mechanics, ski area operators, licensed professional engineers, the general public, and the physically handicapped. A representative of the Division of Fire Safety also serves on the Board.

PROGRAM: The Board held four meetings in FY 87, one of which was held at a ski area in order to familiarize the members with tramways (ski lifts). The Board granted four variances to install residential elevators for handicapped persons in light usage buildings. The Board adopted tramway code revisions and discussed several rule changes and new rules for specialized lifts.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $332.00 in FY 1987 and are, by administrative decision, included with those of Bureau of Labor Standards.

BUREAU OF EMPLOYMENT SECURITY

MARY LOU DYER, EXECUTIVE DIRECTOR

Central Office: 20 Union Street, Augusta *Telephone:* 289-2411
Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: March 25, 1980

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169; *Citation:* 26 M.R.S.A., Sect. 1082

Average Count—All Positions: 372 *Legislative Count:* 0

Organizational Units:
Appeals Division
Data Processing Division
Unemployment Insurance Commission
Job Service Division
Division of Economic Analysis and Research
Unemployment Compensation Division

PURPOSE: The Bureau of Employment Security is the employment security administrative organization within the Department of Labor. The Bureau provides services to help prevent or reduce the adverse social economic impact of unemployment and underemployment. It operates through a federal-state partnership in which all the expenses of administration of the state programs are borne by the federal government. It is responsible for providing effective services for workers and employers desiring assistance. It develops, collects, and disseminates labor market information. It is responsible for administering the State's Unemployment Compensation Program and related federal programs. It also issues training allowance payments to eligible participants in various federally-sponsored training programs.

ORGANIZATION: The Bureau of Employment Security was originally organized on December 21, 1936, as the Maine Unemployment Compensation Commission. Impetus for the Maine statute establishing the Commission came from federal legislation, primarily certain provisions of the Social Security Act of 1935 and amendments of the Wagner-Peyser Act of 1933. The Employment Service Division, set up in mid-1937, was linked with a nationwide employment service system through affiliation with the United States Employment Service. In 1937, the Bureau of Employment Security opened offices throughout the State to provide local employment services and to receive claims for unemployment compensation. Benefit payments to unemployed workers began in January, 1938. Because of nationwide employment concerns during the period of World War II, the State Employment Service, by Presidential Executive Order, was taken over under direct Federal control from January 1, 1942, through November 16, 1946. On August 6, 1949, the name of the Commission was changed by legislation to the Maine Employment Security Commission. On July 1, 1972, as part of a reorganization of State Government by the Legislature, the Commission was placed within the Department of Labor. On July 6, 1978, the Maine Employment Security Commission was reorganized as a higher authority appeal tribunal with limited administrative responsibility; the administrative arm of the organization became an integral part of the Department of Labor directly under the supervision of the Commissioner of Labor. On March 25, 1980, legislation established the Bureau of Employment Security as a separate entity within the Department of Labor. On September 23, 1983 the Employment Security Commission's name was changed to the Unemployment Insurance Commission.

PROGRAM: The Program of this Bureau is implemented through its six component divisions.

Appeals Division. The purpose of the Appeals Division is to hear and decide disputed claims under the unemployment insurance programs, complaints of violations of the Federal Regulations dealing with the Job Service, and complaints under the Job Training Partnership Act. All hearings are held pursuant to provisions of the Administrative Procedure Act. There currently are 11 positions in the division.

The highest priority in fiscal year '86-'87 continued to be education for hearing officers, to assure the highest quality decisions. In the fiscal year ending June 30, 1987, the Appeals Tribunal disposed of 3,478 cases.

The expenditures of this unit amounted to $375,125 in FY 87, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Data Processing Division. The purpose of this division is to provide a total data processing service for the Bureau. It includes, but is not limited to, large scale computer operations, telecommunications, systems/programming, consulting, distributive data processing, data quality control, tape and disk media libraries, computer assisted data entry, operating and proprietary software support, and all appropriate activities associated with the generation and maintenance of these services. It is composed of a Director, and a staff of 15 Analyst Programmers, a clerical, and 8 Computer Operations personnel, and is a support unit for the other Divisions in the Bureau.

The expenditures of this unit amounted to $1,474,464.00 in FY 87 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1987.

Job Service Division. The most important responsibility of the Maine Job Service is to locate suitable employment for job seekers and to provide qualified workers for employers' job openings. Emphasis is placed on services to veterans and other special applicant groups in securing employment. This so-called "Labor Exchange" is a *free* service offered to both applicants and employers.

The Maine Job Service is an integral part of a nationwide network of Public Employment Agencies that receives 100% of its funding from the Federal Government. During this past fiscal year, the Job Service operated 19 local offices located throughout the State.

The Job Service offers a wide variety of services which can be categorized into 2 major programs; an Applicant Services Program and an Employer Services Program. A summary of the major features of each of these programs is as follows:

Applicant Services Program.

Work Registration: A complete work history is collected on every applicant who comes into the Job Service for service. This registration card contains sufficient information to help match an applicant's qualifications against an employer's job requirements. During this fiscal year, the Job Service registered over 125,000 applicants.

Job Placement: Finding suitable jobs for applicants and assisting employers in finding qualified applicants is the most important responsibility of the Job Service. The Maine Job Bank facilitates this placement process by providing a computerized listing of job order information to Job Service staff and job seekers with a statewide inventory of job openings. During this past year, the Job Service made approximately 120,000 referrals to over 42,000 job openings, which resulted in over 34,000 successful placements. The Job Service also utilizes a computerized Job Matching System. This highly sophisticated system automatically matches people with jobs by encoding special data on the applicant's qualifications and the employer's specific job requirements.

Counseling: Employment counseling is the process whereby a trained counselor works with clients who have problems in the vocational area. Goals are established that will assist and enhance the employment possibilities of the clients. Job Service held over 600 counseling interviews this past year, and administered various aptitude and performance tests to another 2,300 individuals.

Employer Services Program.

In order to place applicants, Job Service puts a great deal of emphasis on getting to know employers and to meet their employment needs. The Employer Services Program includes 3 functions:

Employer Visitation: The objective of this program is to maintain a regular schedule of employer contacts in order to establish a close working relationship with the employers so that they can become acquainted with their specific employment needs. Services were requested from over 6,000 employers.

Exclusive Referral: Approximately 200 of the largest employers in the State have entered into agreements with the local Job Service office whereby the Job Service is the exclusive referral agent for the employer. In effect, everyone hired by that company has to first go through the Job Service. This particular program has proven to be an effective method for placing applicants in jobs, and it has relieved the employers from many of the personnel activities associated with hiring personnel.

Positive Recruitment: This program offers employers the use of Job Service staff and facilities in conducting a major recruitment drive. It has been most helpful to new employers moving into an area who have not yet established a base of operations.

Other Programs.

Emergency Veteran's Job Training Act: This is a program in which employers can receive up to $10,000 for training and hiring eligible Vietnam-era or Korean Conflict veterans. The training programs must be occupations in growth industries, new technical skills or where the demand for labor exceeds the supply.

Trade Adjustment Assistance (TAA): The TAA program is administered by the Job Service to provide a full range of employment services to eligible applicants (displaced from their jobs as a direct result of foreign trade). During the time period July 1, 1985 to June 30, 1986, 457 training programs have been approved representing $1.2 million. Seventeen (17) applicants have used the Job Search and Relocation component at a cost of $9,500.

The expenditures of this unit amounted to $2,309,665.15 in FY 1986, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Division of Economic Analysis and Research. The Division of Economic Analysis and Research is responsible for developing and maintaining State and area labor market and occupational information programs, and providing the Bureau with economic, management, and actuarial analyses for overall program planning and delivery.

The Division of Economic Analysis and Research consists of 4 distinct operational units: (1) Data Systems and Operations Review, (2) Labor Market Evaluation and Planning, (3) Occupational Outlook and Job Information, and (4) Labor Market Information Field Services. The last section cited consists of staff stationed in 3 different areas in the State serving the needs of the public and private sectors for local labor market analyses.

The program activities involve the disciplines associated with social science and economic research. The results of this research are disseminated to a wide array of users in both the public and private sectors. Data is published as developed and used in functional analyses and studies prepared to assist policy makers and managers in social, economic, and business planning.

Labor Force, Industry Employment Statistics. Survey results were processed, and estimates developed monthly regarding employment and wages for production workers in manufacturing by industry for Maine and the Portland and Lewiston-Auburn Standard Metropolitan Statistical Areas. Civilian labor force estimates, including the number of people employed and unemployed, were developed by month on a current basis for each of Maine's 31 labor markets.

Occupational Statistics. Research was conducted to determine staffing patterns in manufacturing and hospitals. Wage surveys were made covering occupations in the Maine pulpwood and logging industry and hospitals. Industry and occupational projections were developed for the State to 1995 as well as similar projections for Maine's six largest counties. Results were published, disseminated, and incorporated in the management and delivery of other programs. The Division is a service center for the processing of industrial and occupational projections for states in the eastern half of the nation. The Job Hunter's Guide to Maine and the Maine Directory of Occupational Licensing were updated.

Occupational Profiles. A series of occupational profiles containing information on job descriptions, work environment, wages, employment outlook, and skill, education and training requirements were updated. These profiles are made available to the public, career counselors, educators, and job placement specialists for a small printing and handling fee.

Labor Market Information Field Services. Staff was maintained at the Bureau's local offices in Lewiston and Bangor and at the administrative office in Augusta to cover the specific labor market information needs of the Department, other public agencies, and a variety of user groups in Maine's 31 labor market areas. Maine employers were assisted with information for affirmative action, labor availability, wage settlements, federal procurement preference eligibility, and for business planning. Special impact analyses were conducted in response to sudden changes in industry employment. Economic analyses highlighting industry trends and outlook were prepared for Maine's educational and employment and training communities.

Management Information. A series of monthly analyses and reports were made to the Executive Director of the Bureau on the activities of the Job Service and Unemployment Compensation programs. Research was conducted on proposals and legislative documents associated with the Employment Security Law. Actuarial research was conducted providing projections of the Unemployment Compensation Fund under various economic assumptions. Other economic projections were made for workload planning. A new system for identifying mass layoffs and plant closings was developed.

Census Data Center Program. In May 1983 the Division was designated as the organization responsible for the State's Census Data Program. The Division provides program management to a statewide network of affiliates offering an information service on U.S. Bureau of the Census materials. The 28 selected affiliates, including public, college, and University of Maine libraries, Regional Planning Commissions, and Councils of Governments, are located from Sanford to Fort Kent. In the program year ending May 31, 1985, the Census Data Center and affiliate network responded to approximately 5,000 requests.

On-Line Electronic Data Retrieval System. LABORNET is an electronic reference library and provides easy and ready access to large files of labor market data, including over 100,000 tables of 1980 census data.

The expenditures of this unit amounted to $1,224,362 in FY 1987, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Unemployment Compensation Division. The Unemployment Compensation Program is intended to partially insure workers against loss of wages during periods of temporary unemployment. It is not welfare or relief, but is an insurance program for the benefit of qualified unemployed workers. The Unemployment Compensation Division of the Maine Department of Labor, Bureau of Employment Security, is headed by a Division Director who is responsible for the operations of 15 local offices and an Interstate claims office.

Unemployment compensation workloads encompassed a wide variety of activities during State of Maine Fiscal Year 1987. The number of initial claims for unemployment benefits under the regular State program totaled 117,967. There were 584,948 continued claims filed which resulted in $54,642,941 paid under the State Unemployment Insurance (UI) program.

With regard to the Unemployment Compensation for Federal Employees (UCFE) program, 2,798 payments were made and $345,196 was compensated. Former military personnel were paid $311,608 for 2,238 weeks compensated under the Unemployment Compensation for Ex-Service-members (UCX) Program. The Dislocated Workers Benefits (DWB), program is intended to provide benefits to certain qualified workers who have become structurally unemployed and are undergoing training for new jobs. There were 310 initial claims and 3,200 payments for a total of $338,959 compensated under the DWB Program.

Special Payment Unit: The Special Payment Unit of the Benefits Section processed 24,797 payments for a total of $2,842,476 in trade readjustment allowances (TRA) as provided under the Trade Act.

Claims Deputies: Claims Deputies in the division's 15 local offices and the Interstate Office rendered 45,067 nonmonetary determinations to adjudicate disputed claims. The number of benefit appeal cases disposed of by the Agency's Adjudication Division totaled 3,264 while an additional 541 cases were heard and disposed of at the Commission's higher authority appeals level.

In the Benefit Payment Control program, utilizing the automated cross-match system of wage record and benefit payment files, 10,517 claim audits were mailed to employers during FY 87. The employers responded with a 94.7% return rate. Fraud investigators and local office claims deputies through a combined effort of using the cross-match, employer protests of charges, anonymous tips, and quality control audits issued 550 determinations relative to fraud and misrepresentation resulting in $216,118.00 in overpayments. With the assistance from the District Attorney's Office, 39 cases for misrepresentation resulted in court convictions.

During FY 87 a new Benefit Payment Control program called Internet was instituted. This program was designed to cross-match claimants residing out of state and filing for benefits against Maine. Wage records were matched from the filing state against benefit payments. Though only two quarters are available during FY 87, 193 claimants were audited. This resulted in 43 overpayment determinations being issued representing $29,225.00 in improper payments. Currently 4 cases are pending in Federal District Court for misrepresentation.

The Unemployment Compensation Division has established a Quality Control Unit for post-review of benefit payments through a random selection of active claims, conducting an in-depth audit of all benefit payments and related procedures relative to the selected claims. The audit is designed to detect any benefit claims which were improperly filed and the results of these audits will be used to further improve operation procedures.

By the end of FY 87, the number of active employer accounts were 29,773 and payroll data submitted by these employers generated a total of 2,262,052 wage items processed by the Wage Record Unit. Field and central office activities produced 10,223 employer status determinations of which 5,860 involved newly liable employer accounts. A total of 1,426 field audits were conducted resulting in a net receipt of $308,267 in under-reported contributions. Net contributions received in FY 87 totaled $70,995,109 and the Fund balance was $97,848,925 as of April 30, 1987.

Eligibility Review Program: The Eligibility Review Program (ERP) provided special assistance eligibility interviews to aid claimants in development of work search plans and the solution of reemployment problems. During FY 87, 34,581 ERP interviews were conducted.

The Unemployment Compensation Division's Cost Model Unit, through the use of accurate workload projections and with factors developed by the Cost Model management studies, provided a scientific base for fiscal and staff management planning and development and control which enabled the division to adjust staff and other resources to changes in workload.

The division's Internal Security Unit is designed to assure management that adequate safeguards are maintained in both the tax collections and benefit payments. The unit monitors both the automated and manual systems on an ongoing basis and develops strategies to prevent and detect improper use of agency resources.

Financing the Unemployment System. Both the benefit costs and administrative costs of the Unemployment Insurance Program are financed through a payroll tax on most of the State's employers.

Unemployment Compensation Fund Status—1986: The Unemployment Compensation Fund balance was $96,315,791, as of December 31, 1986.

The expenditures of this unit amounted to $8,076,768.28 in FY 1987 and are, for administrative purposes, included with those of the Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the twelve (12) month period ending June 30, 1987.

PUBLICATIONS:

Publications.

1. Maine Labor Market Digest (Free-Monthly)
2. Civilian Labor Force Estimates for Maine and its Substate Areas ($3.50)
3. Women and Minority Labor Force in Maine ($4.50)
4. Directory of Labor Market Information (Free)
5. Maine Directory of Occupational Licensing ($8.95)
6. Maine Occupational Needs: Outlook to 1995 ($5.00)
7. Maine Occupational Staffing Patterns by Industry: (Free)
    a. Wholesale and Retail Trade, Public Utilities, and Selected Transportation Industries
    b. Manufacturing
    c. Selected Nonmanufacturing Industries
    d. Government
    e. Education
    f. Hospitals
8. Maine Occupational Wages:
    a. Manufacturing Industries ($4.00)
    b. Selected Nonmanufacturing Industries ($3.00)
    c. Hospitals ($2.50)
9. Job Hunter's Guide to Maine ($3.00)
10. Technical Services Monographs (Varying Fees)
11. Employment Situation (Free-Monthly)
    a. Employment Situation Summary (Free-Annually)
12. Maine Connections (Free)
13. Maine Occupational Statistics for Affirmative Action Planning, 2 Volumes ($5.00 each)
14. The Maine Employment and Earnings Statistical Handbook ($5.00)
15. The Maine Labor Force to the Year 2000 (Free)

Various minimal fees are assessed for some of the above publications. These fees are based on printing and handling charges only.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYMENT SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,771,721		5,333		8,766,388	
Health Benefits	486,527				486,527	
Retirement	1,496,935				1,496,935	
Other Fringe Benefits	31,988				31,988	
Computer Services—Comm.	93,017				93,017	
Computer Services—State	13,429		245,000		-231,571	
Other Contractual Service	2,279,869		46,681		2,233,188	
Rents	969,950		118		969,832	
Commodities	369,217		6,178		363,039	
Grants—Subsidies—Pensions	58,150,384		54,381		5,470,100	52,625,903
Buildings and Improvement	14,982				14,982	
Equipment	342,069		-255		342,324	
Interest—Debt Retirement	16				16	
Transfers to Other Funds	104,965		2,753		102,212	
TOTAL EXPENDITURES	73,125,069		360,189		20,138,977	52,625,903

BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS

JAMES F. NIMON, EXECUTIVE DIRECTOR

Central Office: Old Nurses Bldg.—AMHI, Augusta *Telephone:* 289-3375
Mail Address: Hospital Street, Statehouse Sta. #55, Augusta, Maine 04333
Established: February 2, 1983
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 158T; *Citation:* Exec. Order 9 FY 82/83
Average Count—All Positions: 100 *Legislative Count:* 0

PURPOSE: The Bureau is responsible for providing professional and technical services to the Commissioner of Labor, members of the state job training coordinating council (known as the Maine Job Training Council), to the Service Delivery Areas (SDAs), pursuant to the Job Training Partnership Act (JTPA), Public Law 97-300 of 1982. The Bureau is responsible for developing operational guidelines and procedures for programs conducted under JTPA across the State. Included among the various management systems are monitoring, fiscal accountability, including allocation of funds and audits, and technical assistance and training.

ORGANIZATION: The Bureau of Employment & Training Programs operates as a division within the Maine Department of Labor. The Bureau is funded through JTPA Federal funds.

PROGRAM: The JTPA program currently provides training activities primarily through two SDAs. One SDA provides training activities to Cumberland County residents. The other SDA serves the citizens of the remaining 15 counties. These activities are funded through Title II, Part A & B of the Act. Title II, Part A, provides classroom training, on-the-job training, customized training, and work experience programs for economically disadvantaged youth and adults. Title II, Part B, funds are appropriated to conduct summer youth employment programs for economically disadvantaged youth. The Bureau is also responsible for the management and operation of Title III of JTPA—programs for dislocated workers.

PUBLICATIONS: The Bureau of Employment & Training Programs publishes state guidelines, a forms preparation handbook, and planning instructions to Service Delivery Areas. These publications detail the methods of administration and management as well as specific program plans for the subsequent fiscal year. They are public documents available to anyone by writing the Executive Director, Bureau of Employment & Training Programs, Hospital Street, State House Station #55, Augusta, Maine 04333, or by calling (207) 289-3375.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,458,129				1,458,129	
Health Benefits	78,223				78,223	
Retirement	251,214				251,214	
Other Fringe Benefits	6,081				6,081	
Computer Services—State	7,338				7,338	
Other Contractual Service	456,962				456,962	
Rents	752				752	
Commodities	32,838				32,838	
Grants—Subsidies—Pensions	9,443,113	221,706			9,221,407	
Equipment	72,274				72,274	
Transfers to Other Funds	100,146				100,146	
TOTAL EXPENDITURES	11,907,070	221,706			11,685,364	

MAINE JOB TRAINING COUNCIL

PATRICIA O. O'CONNOR, CHAIR
JUSTIN SMITH, ACTING EXECUTIVE DIRECTOR

Central Office: Hospital Street, Augusta *Telephone:* 289-3375
Mail Address: Statehouse Sta. #55, Augusta, Maine 04333

Established: February 25, 1983

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 158J; *Citation:* Exec. Order 9, FY 83

Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The major responsibilities of the Maine Job Training Council, as mandated by Public Law 97-300 (The Job Training Partnership Act) and established by Executive Order are broken into three areas:

(1) Advisory
Develop and recommend policy for employment and training activities on a state-wide basis.

(2) Coordination
Coordinate activities and linkages with other state agencies and private industry.

(3) Review
Review and certify local job training and job service plans and make recommendations on these and other plans to the Governor.

ORGANIZATION: The Maine Job Training Council, authorized by the Job Training Partnership Act of 1982 and by Executive Order 9 FY 82/83, is a 25-member advisory group appointed by the Governor. Membership encompasses representation of the private sector, the legislative, state and local government, local education, organized labor, community organizations, the JTPA—eligible population and the general public.

The Council and its Committees—Executive, State Programs, SDA and Performance Standards—meet throughout the year to formulate job training policy recommendations to the Governor. The Council director reports to the Commissioner of Labor.

PROGRAM:

Recommendations: The third program year of JTPA (7/1/86-6/30/87) saw the Maine Job Training Council taking a more active role in employment and training programs on a statewide basis. The Council accepted more responsibility for planning and program operation thus fulfilling its role as mandated by law.

Plan Review and Certification: The Council reviewed the respective plans of the JTPA Service Delivery Areas, Job Service and State JTPA programs and certified them in accordance with criteria set by the Council.

Public Meetings: The Council held four public meetings during the the first half of the fiscal year to receive comments regarding the future directions of employment and training activities.

Long-term Work Plan: The Council continued to work on a long term plan for employment and training services in the state.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Bureau of Employment and Training Programs.

BUREAU OF LABOR STANDARDS

JAMES H. McGOWAN, DIRECTOR
PAUL K. LOVEJOY, Deputy Director

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-4291
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1873 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 170; *Citation:* 26 M.R.S.A., Sec. 41

Average Count—All Positions: 59 *Legislative Count:* 49

Organizational Units:
- Board of Boiler Rules
- Board of Occupational Safety and Health
- Minimum Wage Rate on Construction Projects Board
- Apprenticeship Division
- Research & Statistics Division
- Commission on Safety in the Maine Workplace
- Minimum Wage, Child Labor, Stuffed Toys Division
- Boiler, Elevator, Tramway Division
- Safety Division
- Board of Elevator & Tramway Safety
- State Apprenticeship & Training Council
- Occupational Safety Loan Review Panel

PURPOSE: The Bureau of Labor Standards was established to assure that work be done in a safe and healthful environment and that workers receive a fair wage for their endeavors. It is responsible for collecting, assorting and arranging statistical details relating to all departments of labor and industrial pursuits in the State; to trade unions and other labor organizations and their effect upon labor and capital; to the character of industrial accidents and their effect upon the injured, their dependent relatives and upon the general public. The Bureau enforces State laws regulating the employment of minors, and the payment of wages; State laws established for the protection of health, lives and limbs of operations in workshops and factories; and those enacted for the protection of working people.

ORGANIZATION: The nucleus of the Bureau of Labor Standards was established in 1873 as an activity under the direction of the Secretary of State to collect and print statistics on manufacturing, mining, commercial and industrial interests, together with the valuation and appropriations of municipalities. In 1887, a separate department, the Bureau of Industrial and Labor Statistics was established by the Legislature.

In 1911, this was changed to the Department of Labor and Industry with added responsibilities for enforcing laws regulating employment of children, minors and women, the protection of the physical well-being of factory workers and the payment of wages. The Department remained as a separate entity, with new duties and powers added from time to time, until 1972 when, in the reorganization of State Government, it became the Bureau of Labor and Industry within the new Department of Manpower Affairs. In 1975, the name of the Bureau was changed to the Bureau of Labor.

In 1975 enabling legislation was enacted giving the Bureau authority to enforce safety and health rules and regulations in the public sector. The 108th session of the Legislature required each agency of government to cooperate fully with the Bureau's efforts to compile labor and industrial statistics.

In 1981 the name of the Bureau of Labor was changed to Bureau of Labor Standards. This was necessary because the name of the Department of Manpower Affairs was changed to the Department of Labor.

PROGRAM: The Bureau of Labor Standards is divided into five divisions under the direction of division directors who report to the Director appointed by the Commissioner of Labor. The administration of these are governed by statute or statutory authority creating separate boards to promulgate rules and regulations which, within limitations, regulate the functions.

Reports from each Division follow.

Apprenticeship Division. The Apprenticeship Division is responsible for maintaining correct and up-to-date files on current registered apprenticeship programs and current registered apprentices. The Division assists employers, groups of employers, local unions and committees of employers and employees to establish and maintain apprenticeship programs. The Division cooperates with the Department of Education to establish courses of related training for registered apprenticeships. The Division Director and Apprenticeship Specialist are required to personally visit establishments that request an apprenticeship program to determine what trade or trades and any other necessary criteria the employer may need to successfully implement an apprenticeship program. Periodically the Division Director and Apprenticeship Specialist will visit the establishment after the program has been instituted for compliance checks or to check that the program is being administered according to the standards.

The Maine State Apprenticeship Council was established by act of the Legislature in 1943. In 1979 the name of the Council was changed by act of the Legislature to the Maine State Apprenticeship and Training Council. The Council is recognized by the U.S. Department of Labor as the registration agency for all apprenticeship programs. The Council's Rules and Regulations have been approved by the U.S. Secretary of Labor as being in compliance with the Code of Federal Regulations Title 29, Part 29, and Title 29, Part 30. The Apprenticeship Division exists to implement the directives of the Council. The Council is also the state approving agency for veterans programs in apprenticeship.

The field representatives visited 831 establishments to assist employers with existing programs and to help employers implement new apprenticeship programs. The staff registered 25 new apprenticeship programs and cancelled 59 apprenticeship programs at the request of the establishments. There were 177 new apprentices registered, no apprentices reinstated, and 230 apprentices received their Certificates of Completion from the Council. The staff is responsible for preparing the documents that constitute the Standards of Apprenticeship and the Certificates of Completion that are issued to graduate apprentices.

Research and Statistics Division. The Bureau Director's authority to collect and distribute statistical data concerning the labor and industrial pursuits in the state has been delegated to the Research and Statistics Division. The Division conducts five major programs. Each program performs special studies upon request.

Census of Maine Manufactures: The Census survey collects data relative to the value of products, capital expenditures, exports and imports, and workers covered by union contracts from all manufacturing firms operating in the state. Additional information concerning employment and gross wages is supplied by the Bureau of Employment Security, Division of Economic Analysis and Research. The results are published in the annual *Census of Maine Manufactures.*

Construction Wage Rates: The data collected under the Construction Wage Rate survey are tabulated and published annually in a pamphlet entitled *Maine Construction Wage Rates.* This publication presents the high, median, and low rates by occupation and type of construction.

Labor Relations: The Division conducts an annual survey of local unions operating in the state. Files are also maintained on major contracts, National and Maine Labor Relations Board elections, and work stoppages. The major outputs of these efforts are two publications, the *Directory of Maine Labor Organizations* and *Labor Relations in Maine.*

Occupational Injuries and Illnesses Survey (OSH 200S): This survey is one of two programs conducted in cooperation with the U.S. Department of Labor, Bureau of Labor Statistics. The survey collects data on federally required occupational injury and illness records from a sample of Maine employers. The results are published in the annual *Occupational Injuries and Illnesses in Maine.*

The Division also provides assistance to Maine employers in complying with the U.S. Occupational Safety and Health Administration recordkeeping requirements. This includes distribution of recordkeeping supplies, in-plant and telephone consultation, and recordkeeping seminars. During fiscal 1987, the Division conducted six recordkeeping presentations reaching in excess of 100 employers. In addition, detailed guidelines including the 1986 revision were sent to major employers and to business-oriented membership organizations.

Supplementary Data Systems (SDS): This program, which codes selected data from the Employer's First Report of Occupational Injury or Disease, is the second Federal-State cooperative program. The resulting tabulations are published annually.

Division of Minimum Wage, Child Labor and Stuffed Toys. The minimum wage increased on January 1, 1987 to $3.65 per hour which was the final step of a $.30 increase over a 3-year period.

The number of violations remained close to the previous year but the amount of unpaid wages paid back by employers who were found to be in violation continued to increase over previous years. A total of 359 complaints of unpaid wages and illegal deductions were investigated by this Division which resulted in $62,229.88 in back wages paid to employees. Three complaints against employers were filed in court for this type of violation during the past year.

A total of $45,693.23 was paid to 224 employees from the Wage Assurance Fund when employers went out of business and left no assets with which to pay the employees their final wages.

During the past year, $83,730.09 was paid to employees by employers who were in violation of the law for not paying the required minimum wage, overtime or final wages, including vacation pay.

To date, a total of $273,569.30 has been paid for 1986-87 by employers in severance pay that is due when an employer who has employed 100 or more people relocates or terminates operations. There are currently four severance pay cases in the courts. The United States Supreme Court issued a decision in June of 1987 that upholds the Maine Severance Pay Law after a challenge by a poultry processing plant had appealed lower court decisions.

There were 559 work permits approved for the employment of minors, nearly 1,500 more than 1984.

There were 707 certificates issued to manufacturers and importers of stuffed toys to sell their items in the State of Maine and 699 registrations issued for manufacturers or importers of bedding; upholstered furniture.

The following is a statistical summary of Division activities:

Inspection	9,674
Violations, Total	7,392
Work Permits Approved	6,205
Minimum Wage & Overtime Paid to Employees	$21,500.21
Unpaid Wages & Vacation Pay	$62,229.88
Registration Fee, Bedding	$22,830.00
Registration Fee, Stuffed Toys	$17,815.00

Boiler, Elevator, Tramway Division (Labor). The purpose and objectives of this Division is to protect the citizens and visitors of the State from unnecessary mechanical hazards in the operation of boilers, elevators and tramways by ensuring that reasonable design and construction are used; accepted safety devices are provided for; personnel employed in the installation, repair, inspection and operation are trained and qualified; periodic maintenance, inspections and repairs are made which are deemed essential for their safe use; and that the statutes and rules formulated by the Board of Boiler Rules and the Elevator and Tramway Safety Board are enforced.

The Boiler Division was established in 1935 and the Elevator Division in 1951. In 1968 the same individual was appointed director of both divisions. Tramway responsibilities were transferred to the elevator division in 1977. The inspectors are qualified to inspect and perform duties related to both divisions.

The technological advances being made in the industry has required division personnel to seek training in all disciplines with which they are associated. The need to understand current developments has required attendance of seminars, workshops and in-house training sessions. The division has sponsored a four day Boiler and Pressure Vessel Seminar at Maine Maritime Academy which has received international recognition. The staff also participates on several vocational school advisory craft committees and each year is asked to address students at colleges and vocational institutes.

The increase in building activity has directly affected the workload of the division. The increases have been in new boiler plants, elevator installations, tramway installations, boiler operators and engineers examinations and welder certification. As these activities increase in number and technical changes the division has developed more efficient and effective methods to insure the purpose and objective are carried out.

The results of the educational program have been successful in enforcing the law and rules that plans are to provide programs in all areas of the division's responsibility.

Pertinent statistics for the fiscal year ending June 30, 1987 are as follows:

Boilers: approximately 3,000 in Maine are covered by The Statutes

Insurance Company Inspection Reports	3,065
State Inspector Boiler Reports	177
Boiler Certificates Issued	2,953
Boiler Inspector Examinations	5
Boiler Inspector Certificates Issued	6
Welder Certificates Issued New/Reissue	992
Weld Tests Examined	322
Engineer and Operator Examinations	596
Engineers Licenses Issued	827
Operators Licenses Issued	726
National Board Shop Surveys	8

Income	$43,847.00
Boiler Codes	470.00
Boiler Travel	152.90
Total Income	$44,469.90

Elevators and Tramways: approximately 2,000 in Maine are covered by The Statutes

Tramway Certificates Issued	66
Tramway Inspection Reports	111
Wire Rope Inspection Reports	33
New Tramways Installed	5
Elevator Certificates Issued	1,584
Elevator Inspection Reports	1,879
Safety Test Reports	651
Elevator Plans Approved	132
New Elevators Installed	105
Elevator Mechanics Licenses Issued	95
Elevator Mechanics Exams Given	22
Escalator Reports	17
New Escalators Installed	4
Lift Reports	6
Vertical Lift Reports	17
Vertical Lift Plans Approved	16
New Vertical Lifts Installed	11
Incline Lift Reports	46
Incline Lift Plans Approved	21
New Incline Lifts Installed	18
Incline & Vertical Certificates Issued	66

Income	$77,310.00
Elevator Codes (30)	165.65
Elevator Travel	1,717.84
Total Income	$79,193.49

Safety Division. The Division consists of five programs involving safety and health issues. The staff includes a Division Director, six clerical, and 16 field people.

The enforcement program is responsible for enforcing the Rules and Regulations adopted by the Occupational Safety and Health Board in the Public Sector.

Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Safety Division visit places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivision. Citations requiring corrections are issued when violations of the regulations are found.

A 7-C-1 Consultation Contract with the Federal Occupational Safety & Health Administration was signed in October, 1978. Under this program four Consultation Officers have been assigned to conduct consultative inspections for private industry upon request. The purpose of the program is to inspect, issue citations, and consult without penalties so that conditions may be corrected prior to an enforcement inspection by Federal Compliance Officers.

The Chemical Substance Identification Law program staff conducts training programs in the public and private sectors. These include training in the workplace, informational programs, and inspections. The staff provides training aids and material safety data sheets to employers and employees, and assists the Department of Human Services with the public right-to-know law.

A training contract was signed with the United States Mine Safety and Health Administration which became effective January 1, 1984. The purpose of this program is to train employers and employees involved in sand, gravel, and mining operations.

The 111th Legislature created an Occupational Safety Education and Training Program in order to reduce the incidence of workplace injury and illnesses. During FY 87 the Education and Training Unit staff conducted 130 consultations with public and private employers, and accomplished 40 training sessions. The program also funded 11 occupational safety- and health-related training proposals by private entities. The topics funded include Asbestos Abatement, Hazard Recognition in Woods Work, Right to Know for Cosmetologists, and Back Schools.

The Occupational Safety Loan Fund will become operational this summer. This fund allows businesses to borrow up to $15,000 at reduced interest rates to purchase safety equipment. The financial aspects of this program are administered by FAME.

Seminars. During the year, the division provided speakers for group meetings, conducted safety programs and, Maine Safety sponsored the annual Maine State Safety Conference.

The pertinent statistics for FY 87 are as follows:

Total Number of Calls	1,900
State Agency	598
Municipality	607
School District	205
County	25
Water/Sewer District	93
Private	24
7-C-1 Consult	348
Citations	5,401
MSHA Training	2,358

LICENSES, PERMITS, ETC.:

Boiler Inspection Certificates
Boiler Inspectors Certificate of Authority
Boiler Operators License
Boiler Engineer License
Welders Certificate of Qualification
Elevator Inspection Certificate
Tramway Inspection Certificate
Elevator Inspectors Certificate of Authority
Tramway Inspectors License
Wire Rope Inspector Qualification
Elevator Mechanics License
Registration: Bedding & Stuffed Toys
Permit: Learner Permit for Sub-minimum Wages, Handicapped Workers, Employment of Minors.
Certificates of Completion for Apprentices.

PUBLICATIONS:

Maine Labor Laws—available at $5.00 per copy
Guide to Maine Minimum Wage Law, BL No. 62 Rev. 12 (free)
Maine Labor Laws Specifically Applicable to Youth, BL No. 477 (free)
Hazardous Occupations and Operations Subject to a Minimum Age of 18 Years, BL No. 1 Rev. 4 (free)
Bedding; Upholstered Furniture Law, BL No. 39 (free)
Stuffed Toy Law, BL No. 450 (free)
Work Permits and Certificates of Age, BL No. 35, Rev. 8 (free)
Boiler Rules and Revised Boiler Law ($1.00)
Elevator and Tramway Rules of Maine ($4.00)
Census of Maine Manufacturers, annual, free, mailing list maintained
Characteristics of Work-Related Injuries and Illnesses in Maine, annual, free, mailing list maintained.
Directory of Maine Labor Organizations, annual, free, mailing list maintained.
Occupational Injuries & Illnesses in Maine, annual, free, mailing list maintained.
Labor Relations in Maine, annual, free, mailing list maintained.
Maine Construction Wage Rates, annual, free, mailing list maintained.
Rules Relating to Labor Standards for Registration of Apprenticeship Programs, Maine Department of Labor (free)
Rules Relating to Labor Standards for Equal Opportunity for Employment of Women & Minorities in Registered Apprenticeship Programs, Maine Department of Labor (free)
Apprenticeship Program Facts (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LABOR STANDARDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,118,411	860,225	121,956		136,230	
Health Benefits	62,967	45,172	8,001		9,794	
Retirement	192,144	148,308	20,898		22,938	
Other Fringe Benefits	4,228	3,195	467		566	
Computer Services—State	14,297	10,369	115		3,813	
Other Contractual Service	262,861	154,409	61,996		46,456	
Rents	18,430	665	4,107		13,658	
Commodities	26,010	13,501	8,380		4,129	
Grants—Subsidies—Pensions	46,943		46,943			
Equipment	40,822		11,604		29,218	
Transfers to Other Funds	14,042		6,602		7,440	
TOTAL EXPENDITURES	1,801,155	1,235,844	291,069		274,242	

MAINE LABOR RELATIONS BOARD

PARKER DENACO, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2015
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 180; *Citation:* 26 M.R.S.A., Sect. 968

Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: The Maine Labor Relations Board was established to further harmonious labor-management relations through the effective and efficient administration of Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, the University of Maine Labor Relations Act, the Judicial Employees Labor Relations Act and the Panel of Mediators.

The Board is responsible for administering unit determination hearings, and appeals therefrom, under the Municipal Public Employees Labor Relations Act (PELRA), the State Employees Labor Relations Act (SELRA), the University of Maine Labor Relations Act (UMLRA), and the Judicial Employees Labor Relations Act (JELRA). After units have been determined and filed with the Board, the Board is then responsible for conducting representation elections to name the bargaining agent for the various bargaining units under all four Acts. The PELRA, SELRA, UMLRA, and JELRA create impasse-resolution procedures which are administered by the Board and consist of mediation, fact finding, interest arbitration and, in the case of judicial employees, an option for mediation-arbitration.

The Board and its Executive Director are responsible for the administration and assignment of members of the Panel of Mediators. This applies to both public and private sector; however, the impasse resolution procedures of fact finding and interest arbitration are limited to the public sector under the PELRA, SELRA, UMLRA, and JELRA. In the event employees seek to terminate bargaining agent status, the Board is responsible for conducting a decertification election under the PELRA, SELRA, UMLRA, and JELRA. As of October 1, 1976, amendments to the UMLRA included employees of the Maine Maritime Academy. County employees were extended collective bargaining rights under PELRA pursuant to legislation enacted by the 110th Legislature in the fall of 1981 while judicial department employees were covered under the Judicial Employees Labor Relations Act which became effective July 25, 1984.

Unfair labor practices, referred to as 'prohibited acts,' in the PELRA, SELRA, UMLRA, and JELRA are the Board's responsibility to adjudicate when alleged violations have occurred. Subordinate to the foregoing statutory functions of the Board is an education and information function intended to familiarize practitioners with the provisions of the PELRA, SELRA, UMLRA, and JELRA and to advise them of the rules and procedures employed by the Board.

ORGANIZATION: The Maine Labor Relations Board (MLRB) was first established as a Public Employees Labor Relations Board in 1972. Prior to the existence of the Board, the Municipal Public Employees Labor Relations Act of 1969 was administered by the Commissioner of Labor and Industry, but governmental reorganization in 1972 terminated this relationship. In 1975 the Board became the Maine Labor Relations Board and acquired responsibility for administering the Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, and the Panel of Mediators. In 1976 statutory amendments required the Board to administer the University of Maine Labor Relations Act as of July 1, 1976, and amendments covering employees of the Maine Maritime Academy as of October 1, 1976. Bargaining rights were extended to county employees in September of 1981 and to judicial department employees in July of 1984. The restructuring of the Department of Labor and Industry to the Bureau of Labor in 1975 was commensurate with the change in designation from Public Employees Labor Relations Board to Maine Labor Relations Board. The MLRB initially consisted of three members, one representing each of the elements of public sector labor, public sector management and the general public interest, with the member representing the general public interest serving as chairman. These members, and their alternates (provisions for whom provisions were made in subsequent legislation), are appointed by the Governor and serve for terms of four years.

PROGRAM: The municipal sector continues to be the most diversified and most active of all sectors utilizing the services of the Maine Labor Relations Board. During FY 87, voluntary agreements relative to bargaining units were received from 19 public entities, more than twice the number in the prior fiscal year, in spite of the fact that organizational efforts have saturated much of the municipal, educational and state sectors. Conversely, only 14 unit determination or clarification petitions were filed during FY 87.

There were 14 election requests received by the Board in FY 87. In addition to this, the Board received 11 decertification/certification requests. Reflecting relative saturation from organizational efforts, the foregoing figures represent a 42% decrease in bargaining agent election requests and a 26% decrease in decertification election requests.

Mediation requests jumped by more than 22% to 120 new filings during FY 87. Increases in mediation requests over the past three years cumulatively total more than 55%. The success rate for matters which had completed the mediation process during the fiscal year was 77%, the second highest settlement rate since statistics have been maintained. It has been surpassed only by the 82% settlement rate in FY 85. There were 18 requests for fact-finding filed in FY 87, only one less than the 19 cases filed in the prior fiscal year.

The Board received 22 prohibited practice complaints in FY 87. This compares to 25 cases in FY 86 and 20 cases in FY 85. The administration and processing of these complaints continues to be one of the most time consuming activities of the Board since it involves both the Board and its staff in the details of docketing, arranging hearings before Board members, processing pre-hearing conferences, arranging for hearing locations, scheduling posthearing memoranda, meeting for deliberation of cases, research, and preparation involved with the decisions themselves.

At the time of the preparation of this report, state-wide negotiations were underway with the Maine State Employees Association and other labor organizations representing the vast majority of state employees. A settlement has been reported for those employees represented by the American Federation of State, County and Municipal Employees. A state mediator has been assigned for the other bargaining units. This year will mark the first time that the State and employee organizations representing its employees may negotiate for a three-year contract. The 113th Legislature passed L.D. 371, "AN ACT to Amend the State Employees Labor Relations Act," enacted with an emergency preamble as Chapter 33, of the Public laws of 1987, enabling state contracts to be negotiated for three years rather than two years.

In addition to enacting L.D. 371 permitting the negotiation of three-year contracts covering state employees, in L.D. 64, "AN ACT to Increase the Compensation of Mediators under the Municipal Public Employees Labor Relations Act" (See Chapter 468 of the Public Laws of 1987), the 113th Legislature also enacted L.D. 386, "AN ACT Relating to the State Board of Arbitration and Conciliation" and L.D. 1003, "AN ACT to Appropriate Funds to Index Decisions of the Maine Labor Relations Board." The latter was enacted as Chapter 30 of the Private and Special Laws of 1987. Likewise, L.D. 1234, "AN ACT to Fund and Implement Collective Bargaining Agreements with Vocational-Technical Employees," was enacted as Chapter 23 of the Private and Special Laws of 1987. Besides increasing the per diem for members of the Panel of Mediators from $75 to $100 by the passage of L.D. 64, the Legislature also expanded their role as dispute resolvers by passing amendments to the Agricultural Marketing and Bargaining Act through the enactment of L.D. 912 which was to become Chapter 155 of the Public Laws of 1987.

In light of the foregoing activities, new legislation, and the growing sophistication of the parties relative to the delineation of issues in the bargaining process, the Board expects that its clientele will continue to look to it to assist them in developing labor relations policy and in creating and maintaining an effective labor-management relationship in the Maine public sector. Trends noted herein are expected to continue, the demand for mediation services is expected to remain high (but without the rate of increase noted this past year), and the issues submitted to the Board for determination through prohibited practice complaint proceedings are expected to retain a sophistication representative of the issues referred to the Board for resolution.

PUBLICATIONS:

The Municipal Public Employees Labor Relations Act
The State Employees Labor Relations Act
The University of Maine Labor Relations Act

The Judicial Employees Labor Relations Act
The Rules and Procedures of the Maine Labor Relations Board

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LABOR RELATIONS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	231,306	231,306				
Health Benefits	8,890	8,890				
Retirement	41,266	41,266				
Other Fringe Benefits	654	654				
Computer Services—Comm.	7,026	7,026				
Computer Services—State	58	58				
Other Contractual Service	41,578	41,578				
Commodities	1,564	1,564				
TOTAL EXPENDITURES	332,342	332,342				

PANEL OF MEDIATORS

PARKER A. DENACO, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2015
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333
Established: 1976 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 187; *Citation:* 26 M.R.S.A., Sect. 892
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Panel of Mediators was established to assist in effectuating the public policy of the State of Maine to provide a full and adequate facility for the settlement of disputes between employers and employees or their representatives and other disputes subject to settlement through mediation. Mediation procedures, as provided in the statute, shall be followed whenever either party to a controversy requests such services and the Maine Labor Relations Board or its Executive Director finds that the dispute is subject to settlement through mediation and that it is in the public interest to mediate.

ORGANIZATION: The Panel of Mediators, originally established in 1951, came under the administrative auspices of the Public Employees Labor Relations Board in 1973, at which time the number of members on the Panel was increased from the previous figure of five to consist of not less than five nor more than ten impartial members appointed by the Governor for terms of three years. There are currently nine appointees to the Panel of Mediators.

PROGRAM: New mediation requests during FY 87 rose to a record level of 120 cases, exceeding the previous record of 106 cases in FY 86. This represents a 22% increase in filings compared to FY 86. Increases in mediation requests over the past three years cumulatively total more than 55%. The success rate for matters which had completed the mediation process during the fiscal year was 77%, the second highest settlement rate since statistics have been maintained. This signifies that members of the Panel have achieved major accomplishments in assisting public sector parties to reach accord in labor contract negotiations. During the past year, they have rendered assistance to 88 communities, public entities, and private enterprises. Both the success and effectiveness of the members of the Panel of Mediators was recognized by the passage of L.D. 64, "AN ACT to Increase the Compensation of Mediators under the Municipal Public

Employees Labor Relations Act." This legislation, enacted as Chapter 468 of the Public Laws of 1987, will raise the per diem rate from $75 to $100 effective July 1, 1988.

FINANCES, FISCAL YEAR 1987: 26 MRSA, Sec. 965, Sub-section 2, ¶C provides that expenditures of this unit, which amounted to $30,107.89 in FY 87, shall be borne by the Maine Labor Relations Board and are, therefore, included in its financial display.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

JOHN FITZSIMMONS, CHAIRPERSON
SUSAN W. BROWN, EXECUTIVE DIRECTOR

Central Office: Stevens School Admin. Bldg., Hallowell *Telephone:* 289-2331
Mail Address: Statehouse Sta. #71, Augusta, Maine 04333
Established: August, 1978 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 184; *Citation:* 26 M.R.S.A., Sect. 1452
Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: The MOICC was established to coordinate and support the development, maintenance and operation of a comprehensive career, occupational and economic data-based system, and to promote communication, coordination, and cooperation among those agencies responsible for vocational education, and employment and training programs, as well as for economic development activities, through the use of the system. The One Hundred and Twelfth Legislature, in its first regular session, also called upon the MOICC to facilitate the use of career and occupational information through promotion and support of career education programs and activities in both school and nonschool settings. In its second regular session the 112th Legislature mandated that the MOICC serve as the standard principal source of occupational information for vocational and technical program planning, and as a principal source of information for the career counseling of VTI students.

ORGANIZATION: The MOICC was created through the Federal Education Amendments of 1976. Its mandate was subsequently broadened through the enactment of the Youth Employment and Demonstration Projects Act of 1977, the Career Education Incentive Act of 1977, and the Comprehensive Employment and Training Act, as amended in 1978. Executive Orders by Governors Longley and Brennan signed in 1978 and 1979 further mandated the establishment of the Committee. In May, 1982 the Governor signed into law a bill statutorily establishing the MOICC, and designating its membership. The statutory members consisted of the Commissioners of the Departments of Labor, Educational and Cultural Services, and Human Services, and the Director of the State Development Office. In accordance with the provisions of the Carl Perkins Federal Vocational Education Act, the One Hundred and Twelfth Legislature expanded the MOICC's membership to include the chairpersons of the State Board of Education and the Maine Job Training Council, and also required that the Director of the State Planning Office be on the Committee. The 112th Legislature in the second regular session further expanded the policy membership on the committee to include the Chairman of the VTI Board of Trustees. The 113th Legislature, in authorizing a cabinet level Department of Economic and Community Development, mandated that its Commissioner also serve as a statutory member of the MOICC effective October 1, 1987. Although not prescribed in the law, two advisory committees, the Steering Committee and Technical Advisory Committee, have been retained as part of the overall structure of the MOICC. The law also designates the Commissioner of the Department of Labor as the Committee's Chairperson. Under both Federal and State law, the intent is not to make the MOICC a data collection or generation agency, but rather to coordinate the development and maintenance of a comprehensive career, occupational, and economic data-based system of information built upon existing sources of data to meet the common needs of the member agencies.

PROGRAM: During FY 87, the Career Information Delivery System (CIDS) served approximately 40,000 individuals at 100 sites throughout the State. The majority of the sites were secondary schools, but other sites included the campuses of the University of Maine, JTPA Service Deliverers, selected Vocational Rehabilitation sites, a youth correctional institution, and Vocational-Technical Institutes. In addition, other career information products were distributed to elementary and junior high schools throughout the State. The computerized version of CIDS consists of various cross-referenced data files containing information on educational institutions, occupational descriptions and trends, military training opportunities, and financial aid. The information in all the files is national, state, and local in scope. To assist schools in becoming part of the CIDS network, the MOICC awarded $69,000 in grants to purchase equipment which was matched by $125,000 in local funds.

The computerized Occupational Information System, containing occupational supply, demand and related information, which was developed by the MOICC in 1983 to serve vocational administrators and planners, continued to be used by the Bureau of Vocational Education and the Vocational Technical Institutes in planning programs attuned to labor market trends. The Maine Economic Development Data System, designed and implemented jointly by the MOICC and the State Development Office in 1984, continued to be utilized by regional economic development agencies to meet economic development information needs. This system contains information on population, labor force, transportation services, municipal facilities, as well as a very wide range of other data of interest to economic development officials.

As part of its services, the MOICC continued the operation of the Work Education Resource Center. The Center, located at the MOICC office in Hallowell, contains the most extensive collection of career education and information materials in the State. The publications and materials at the Center were made available on a loan basis to over 80 schools and agencies throughout the course of the year.

In the closing week of fiscal 1987, the MOICC, with the Maine Career Education Consortium, jointly sponsored the ninth annual Career Education/Career Information Conference. This week-long event brings together teachers and counselors from all over the State to discuss topical issues relating to career education and career counseling, to review the latest technological and other developments in this field, and to listen to speakers who have a great deal of expertise and are noted for their achievements in various related areas.

PUBLICATIONS:

The CIDS Secondary Education Guide—No Fee
The CIDS Vocational Rehabilitation Guide—No Fee
The CIDS Employment and Training Guide—No Fee

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	99,468	65,469			33,999	
Health Benefits	4,757	3,529			1,228	
Retirement	16,472	11,184			5,288	
Other Fringe Benefits	494	306			188	
Computer Services—Comm.	132	35	97			
Computer Services—State	47,370	47,370	-5,632		5,632	
Other Contractual Service	247,032	75,985	157,310		13,737	
Rents	1,106				1,106	
Commodities	14,554	12,995	1,217		342	
Grants—Subsidies—Pensions	94,779	87,779			7,000	
Buildings and Improvement	330		330			
Equipment	10,888		10,888			
Transfers to Other Funds	13,976		9,977		3,999	
TOTAL EXPENDITURES	551,358	304,652	174,187		72,519	

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

JAMES H. McGOWAN, DIRECTOR, BUREAU OF LABOR STANDARDS
LESTER C. WOOD, Director, Safety Division

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2591
Mail Address: Statehouse Sta. #45, Augusta 04333
Established: 1975 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 179; *Citation:* 26 M.R.S.A., Sect. 564
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board was established to formulate and adopt reasonable rules and regulations for safe and healthful working conditions in places of public employment provided by the State, state agency, county, municipal corporation, school district or other public corporation or political subdivision.

The rules and regulations so formulated must conform as far as practicable with nationally recognized standards of occupational safety and health. A public hearing must be held after suitable notice has been published prior to the adoption of regulations.

ORGANIZATION: The Board of Occupational Safety and Health was created in 1976. It consists of ten members, nine appointed by the Governor and one being the Director of the Bureau of Labor Standards.

The Safety Division of the Bureau of Labor Standards is empowered to enforce the rules and regulations adopted by the Board.

PROGRAM: Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Safety Division visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivisions. Citations requiring corrections were issued when violations of the regulations were found.

PUBLICATIONS:

Safety and Health Standards (free)

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

MAINE UNEMPLOYMENT INSURANCE COMMISSION

GERARD P. CONLEY, CHAIRMAN

Central Office: 175 Lancaster Street, Portland *Telephone:* 879-4200
Mail Address: 175 Lancaster Street, Room 220, Portland, Maine 04101
Established: 1936 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 172; *Citation:* 26 M.R.S.A., Sect. 1081
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Maine Unemployment Insurance Commission was established to hear higher authority appeal cases involving disputed claims for unemployment compensation benefits. The Commission may amend or rescind rules, require reports, make investigations, and take other actions as necessary or suitable.

ORGANIZATION: The Maine Unemployment Insurance Commission consists of three members; a representative of labor; a representative of employers; and a representative of the general public who is the chairman of the Commission. The three members are appointed by the Governor, subject to review by the Joint Standing Committee on Labor and to confirmation by the Senate, and hold office for a term of six years.

PROGRAM: The Unemployment Insurance Commission conducted adjudicated hearings in all parts of the State in FY 87. The Commission traveled to 16 separate local unemployment offices in an attempt to minimize travel difficulties that might prevent claimants and employers from pursuing their rights to a fair hearing. In addition, the Commission also introduced telephone hearings into its hearing procedures. Consequently, cases may be heard in a more timely fashion in areas of the State where caseloads warrant only infrequent visits. More importantly, through the use of telephone hearings, split hearings are avoided and both parties are able to have direct confrontation.

By far, the largest number of cases that come before the Commission during the fiscal year were disputed unemployment benefit appeals. The Commission also must consider waiver of overpayment requests pursuant to 26 M.R.S.A., 1051, 5. Also, the Commission has held hearings for tax offsets, under 36 M.R.S.A., Section 5276, A.

In accordance with 26 M.R.S.A., Section 1044.2, the Commission must also consider attorney fees charged to claimants and fees paid by the Bureau as a result of Court action. Another major responsibility of the Commission is considering Unemployment Tax Assessment appeals. Further, the Commission, pursuant to 26 M.R.S.A., Section 1251, 1, has the responsibility to determine, after public hearing, the seasonality periods of seasonal industries.

In addition to its adjudicatory duties, the Commission, in accordance with 26 M.R.S.A., Section 1082, 2 may adopt, amend or rescind rules and regulations which govern Employment Security matters.

Looking toward FY 88, the Commission anticipates an increased demand in its adjudicatory function and the need to promulgate new regulations in several areas.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

MINIMUM WAGE RATE ON CONSTRUCTION PROJECTS BOARD

JAMES H. McGOWAN, DIRECTOR, BUREAU OF LABOR STANDARDS
WILLIAM A. PEABODY, Division Director, Research & Statistics

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-4313
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 182; *Citation:* 26 M.R.S.A., Sect. 1307

Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: Under the Prevailing Wage Rate Law, the Director of the Bureau of Labor Standards has responsibility to set minimum wage rates for construction occupations on State-funded public works contracts costing more than $10,000. This responsibility has been delegated to the Research and Statistics Division. Any person affected by such a determination may appeal to the Minimum Wage Rate on Construction Projects Board by filing a written notice within ten days of the date the determination was filed with the Secretary of State. The Board then hears appeals and renders a decision as to whether to confirm, revise, or amend the minimum wage rate determination.

ORGANIZATION: The Minimum Wage Rate on Construction Projects Board consists of 5 members, 4 of whom are appointed by the Governor, to serve at the will and pleasure of the Governor. The appointments represent one from labor engaged in the building trades, one from labor engaged in the highway and heavy construction trades, one from the highway and heavy contractors, and one from the building contractors. The Director of the Bureau of Labor Standards is an ex officio member. The term of each member shall be for a period of 4 years. The members of the board serve without compensation.

PROGRAM: During the year there were 205 wage determinations filed. The total cost of these projects was nearly $27,000,000. Building construction, with 157 determinations and a total contract value of $19,300,000, was the area with the most activity. Highway construction (29 projects worth $6,400,000) and heavy and bridge construction (18 at $1,300,000) trailed. In addition, there was one special determination for a project which was valued at just over twelve thousand dollars. During FY 1987, there were two wage complaints.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

LEGISLATURE

CHARLES P. PRAY, PRESIDENT OF THE SENATE
JOHN L. MARTIN, SPEAKER OF THE HOUSE

Central Office: Statehouse, Augusta, *Floor:* 3 *Telephone:* Senate 289-1540
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333 House 289-1400
Established: 1820
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 260; *Citation:* Maine Constitution, Article IV

Organizational Units:

- Senate
- House of Representatives
- Legislative Council
- (Office of) Executive Director of The Legislative Council
- (Office of) Revisor of Statutes
- (Office of) Fiscal and Program Review
- (Office of) Policy and Legal Analysis
- Law and Legislative Reference Library
- Maine-Canadian Legislative Advisory Office

PURPOSE: "To make and establish all reasonable laws and regulations for the defense and benefit of the people of this State, not repugnant to this Constitution, nor to that of the United States."

Maine Constitution, Article IV,
Part Third, Section I

ORGANIZATION: The organization of the Legislature of Maine is determined largely by the Constitution of Maine, by Maine Statutes, and by legislative rules. At present, the Senate consists of 35 members, each of whom is elected from a single member district; and the House of Representatives consists of 151 members, each of whom is elected from a single member district. The Legislature is organized into 18 Joint Standing Committees by joint rule. Current Joint Standing Committees are: Agriculture, Appropriations and Financial Affairs, Audit and Program Review, Banking and Insurance, Business Legislation, Education, Energy and Natural Resources, Fisheries and Wildlife, Human Resources, Judiciary, Labor, Legal Affairs, Marine Resources, Utilities, State and Local Government, Taxation, Transportation, and Aging, Retirement, and Veterans.

PROGRAM: The 113th Legislature met in its first regular session from December 3, 1986 to June 30, 1987.

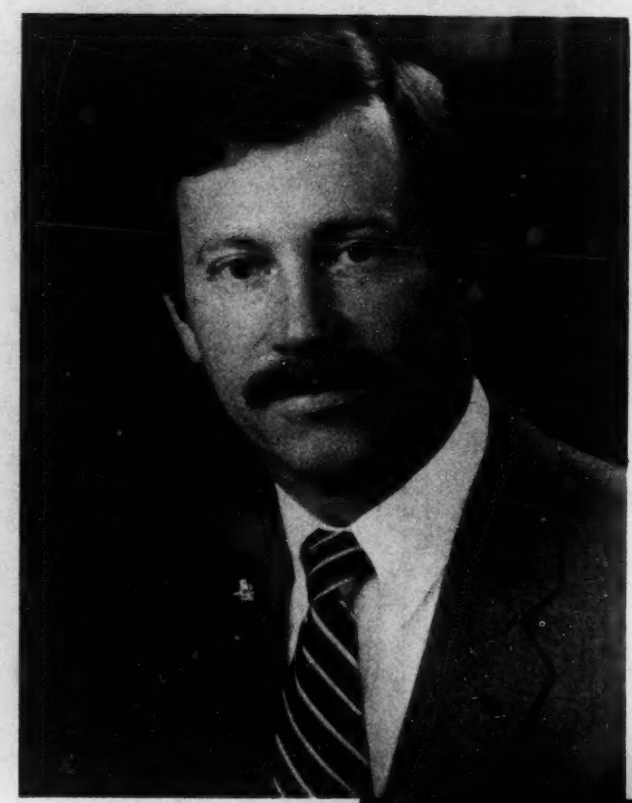
During this session the Legislature considered 2034 legislative documents, including bills, resolves, constitutional resolutions, new drafts and initiated bills. 690 bills and 77 Resolves were chaptered into law.

PUBLICATIONS:

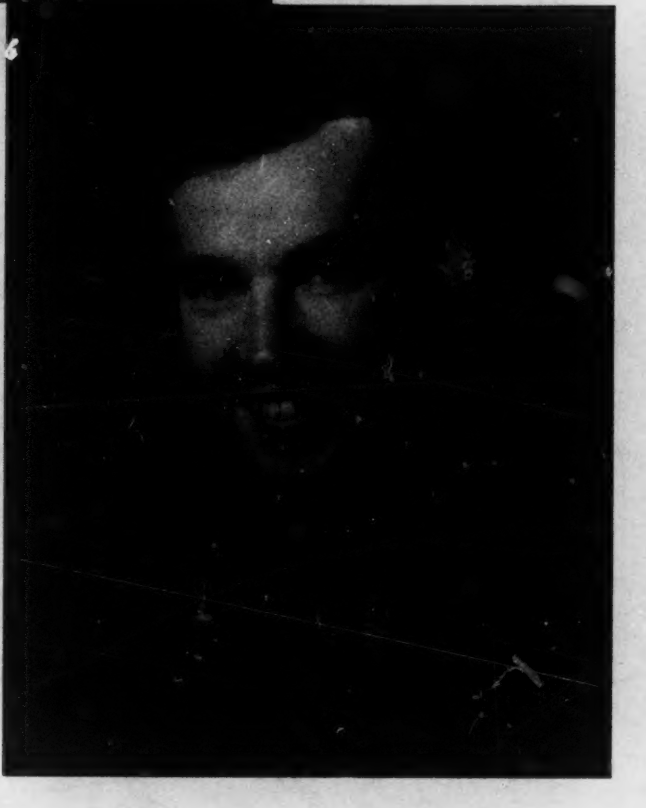
Legislature, State of Maine: Senate and House Registers.

Contains the State Constitution, Joint, Senate and House Rules, a Directory of Senators and Representatives, committee assignments and memoranda. (Prepared by the Secretary of the Senate and the Clerk of the House.)

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

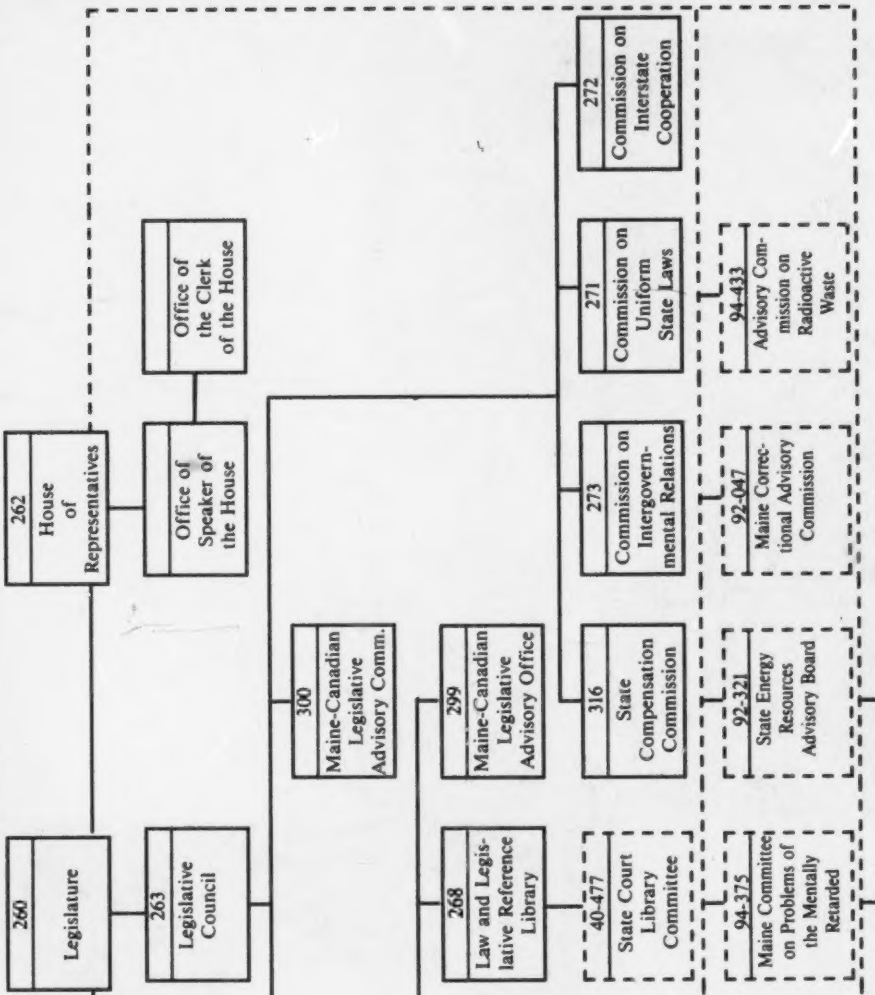


Charles P. Pray
President of the Senate



John Martin
Speaker of the House
of Representatives

ORGANIZATIONAL CHART
LEGISLATIVE DEPARTMENT


260 Legislature
261 Senate
262 House of Representatives
263 Legislative Council
Office of President of the Senate
Office of Secretary of the Senate
Office of Speaker of the House
Office of the Clerk of the House
264 (Office of) Executive Dir. of the Legis. Coun.
300 Maine-Canadian Legislative Advisory Comm.
Office of Policy and Legal Analysis
(Office of) Revisor of Statutes
(Office of) Fiscal and Program Review
268 Law and Legislative Reference Library
299 Maine-Canadian Legislative Advisory Office
316 State Compensation Commission
273 Commission on Intergovernmental Relations
271 Commission on Uniform State Laws
272 Commission on Interstate Cooperation
40-477 State Court Library Committee
92-354 State Government Internship Program Advisory Committee
07-102H Maine Land and Water Resources Council
94-375 Maine Committee on Problems of the Mentally Retarded
92-321 State Energy Resources Advisory Board
92-047 Maine Correctional Advisory Commission
94-433 Advisory Commission on Radioactive Waste
98-081 New England Bd. of Higher Education
98-317 Education Commission of the States
10-159 Maine Committee on Aging
10-162 Maine Human Services Council

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87 LEGISLATIVE DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,287,148	5,287,148				
Health Benefits	328,471	328,471				
Retirement	896,811	896,811				
Other Fringe Benefits	21,340	21,340				
Computer Services—State	51,995	51,995				
Other Contractual Service	4,030,438	4,030,438				
Rents	289,228	289,228				
Commodities	144,622	144,622				
Grants—Subsidies—Pensions	97,275	97,275				
Buildings and Improvement	4,384	4,384				
Equipment	107,584	107,584				
Interest—Debt Retirement	4	4				
TOTAL EXPENDITURES	11,259,300	11,259,300				

SENATE

CHARLES P. PRAY, PRESIDENT OF THE SENATE
JOY J. O'BRIEN, Secretary of the Senate

Central Office: Statehouse, Augusta; *Floor* 3 *Telephone:* 289-1540
Incoming WATS—SESSION ONLY—1-800-423-6900
Mail Address: Statehouse Sta. #3, Augusta, Maine 04333

Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part Second

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 261; *Citation:* Maine Constit., Art. IV, Part 2 Sec. 1-8

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Senate is the upper chamber of the Maine Legislature, and serves as the final confirming body of all bills passed before they are sent to the Governor.

Under Article IV, Part Third, Section 9 of the Constitution of Maine, the Senate may originate all bills except those proposed for the purpose of raising revenue; it may, however, amend bills for the raising of revenue, provided that the amendment is not in fact used to introduce a new bill for the raising of revenue.

Under Article IV, Part Second, Section 7, the Senate is empowered to try all impeachments.

The Senate is the sole judge of the qualifications of its members; it maintains sole authority to punish or censure its own members; it has the power to imprison persons who are not Senators for contempt; it determines its own rules for Senate proceedings; and it maintains a permanent journal of its own proceedings.

By Constitutional Resolution, passed during the First Regular Session of the 107th Legislature and adopted by the Voters in November, 1975, the Senate is empowered to confirm all gubernatorial nominations requiring Legislative approval and formerly confirmed by the Executive Council.

ORGANIZATION. The Senate as a Constitutional body, has remained constant in its form of organization since its establishment in 1820.

As defined under Article IV, Part Second, Section 1 of the Constitution, the Senate shall consist of an odd number of Senators not less than 31 and not more than 35. Each Senator is elected for a term of two years, with no limitation placed on the number of terms he or she may serve. A Senator must be a citizen of Maine for at least one year, be a resident of the district for at least 3 months prior to the election; and continue to reside within the district during his term, and be at least 25 years of age at the time of election.

The Constitution requires that the Senate be reapportioned every 10 years, by the Senate itself or, if the Senate fails to do so within the required time, by the Maine Supreme Judicial Court. As a result of the 1983 Reapportionment Plan, passed by the Senate on March 30, 1983 and signed by the Governor on March 31, 1983, the Senate which was elected in 1984 comprised 35 members, each representing districts of approximately 32,000 citizens.

The Senate elects a President, who presides over all its proceedings; a Secretary, who serves as chief administrative officer, and an Assistant Secretary. The two major political parties in the Senate each elect their own leaders and assistant leaders who, by statute (3 M.R.S.A., Section 168), are permitted to hire their own staff assistants.

PROGRAM: The Senate convened for its First Regular Session of the 113th Legislature on December 3, 1986. During its First Regular Session, the Senate considered 1,883 Legislative Documents, 12 Constitutional Amendments, 1 Initiated Bill, and 54 Senate sponsored Joint Orders. In addition, it considered and confirmed 67 gubernatorial appointments to various Boards and Commissions. On June 30, 1987, the Senate adjourned *Sine Die*.

The First Confirmation Session was held on August 21, 1987 for the purpose of acting upon various Joint Standing Committee recommendations on 25 gubernatorial nominations and one Secretary of State nomination. These appointments include: State Archivist, Board of Pesticides Control, Harness Racing Commission, Maine Milk Commission, Bureau of Consumer Credit Protection, Maine Real Estate Commission, Maine Vocational-Technical Institutes, State Board of Education, Maine Maritime Academy, Board of Environmental Protection, Maine Low-level Radioactive Waste Authority, Land Use Regulation Commission, Health Care Finance Commission, Active Retired Judge of the Maine District Court, Maine State Liquor Commission, Deputy Commissioner for Information Services, and a Public Advocate nomination. The Senate adjourned *Sine Die* on the same day.

PUBLICATIONS:

Senate Advance Journal and Calendar (Available daily whenever the Senate is in session, free of charge.)

Legislative Public Hearing Schedule (Available weekly during regular sessions, free of charge.)

Legislative Record (Horseblanket); (A complete record of legislative action, including debates, available free of charge.)

Senate and House Register (Published biennially; lists all legislators and their addresses; Senate, House and Joint Rules; Committees; Staff; Press; and includes the Constitution of Maine.)

Maine State House and Maine Senate Chamber (Available free of charge.)

"How a Bill Becomes a Law" (Available free of charge — printed in conjunction with the League of Women Voters.)

"This is Your Legislature" (Available free of charge — printed in conjunction with the League of Women Voters.)

Presidents of the Senate of Maine from 1820 (Mundy—$12.00 and $6.00, plus postage.)

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

HOUSE OF REPRESENTATIVES

JOHN L. MARTIN, SPEAKER OF THE HOUSE
EDWIN H. PERT, Clerk of the House

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-1400
Mail Address: Statehouse Sta. #2, Augusta, Maine 04333

Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part First

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 262; *Citation:* Maine Constit., Art. IV, Part First

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The House of Representatives is the lower house of the Maine Legislature.

The House of Representatives has, by Article IV, Part Third, Section 9 of the Maine Constitution, the sole power to originate bills for the raising of revenue and, by Article IV, Part First, Section 8 of the Maine Constitution, the sole power to impeach, although impeachments are tried in the Senate.

The House is the sole judge of the qualifications of its own members, determines its own rules for House proceedings, may alone punish its own members, keeps a journal of its proceedings, and has the power to imprison persons who are not House members for contempt.

ORGANIZATION: The basic constitutional organization and functions of the House of Representatives have remained constant since its establishment in 1820.

The House of Representatives consists of 151 members elected from single member districts for terms of 2 years with no limitation upon the number of terms which a Representative can serve. A Representative must be a citizen of the United States for at least 5 years prior to the election, have been a resident of Maine for at least one year, have been a resident of his election district for 3 months prior to his election and continue to be a resident of that district during his term, and be 21 years of age when he is elected.

The Constitution of Maine requires that the House of Representatives be reapportioned by the House itself or, if this is not done within the required period of time, by the Supreme Judicial Court. In March, 1983, the Legislature apportioned itself. A challenge to the constitutionality of the apportionment was denied in December, 1983, by the Supreme Judicial Court of Maine.

The House elects a Speaker who presides over its proceedings, a clerk and assistant clerk. The individual political parties in the House elect their own leaders and assistant leaders. By statute (3 MRSA 168) the leadership of the House is permitted to hire its own assistants.

PROGRAM: The House convened its first regular session of the 113th Maine Legislature on Wednesday, December 3, 1986. During the first regular session in 1987, 1883 legislative documents, 13 House-sponsored Joint Orders, and 22 House-sponsored Joint Resolutions were considered. House members submitted 407 proposed amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the session. The House adjourned from the first regular session on June 30, 1987, after meeting for 92 legislative days.

The second regular session of the 113th Maine Legislature will be convened on Wednesday, January 6, 1988.

PUBLICATIONS:

House Advance Journal and Calendar—(published on each Legislative day during regular and special sessions). Available to the public at no charge.

Weekly Legislative Report—(published weekly during regular or special sessions). Edited by the Clerk of the House. Lists all bills printed. Also lists bills enacted and resolves finally passed. Available to the public at no charge on pickup at the Clerk's Office, also available by mail subscription through Legislative Document Service.

Weekly Legislative Calendar—(published weekly) Edited by the Clerk of the House. Lists meetings of legislative committees and the subjects these committees are considering when the Legislature is not in regular session. Also lists meetings of commissions which include legislators in their memberships. Scheduled meetings of public bodies of interest to legislators are included. Available to the public at no charge.

Senate and House Registers—(published biennially). Lists all legislators with key biographical information, photos, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate rules, Committee Rosters. Available to the public at a cost of $1.00 plus tax.

House and Senate Roster and Seating Arrangement—(published biennially). Edited by the Clerk of the House and Secretary of the Senate. Contains photos of all legislators. Available to the public at no charge.

Legislative Record—available in proof form by mail subscription through Legislative Document Service. Bound copies available on loan through State Library.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

LEGISLATIVE COUNCIL

REP. JOHN N. DIAMOND, CHAIRMAN
SEN. CHARLES P. PRAY, Vice Chairman

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-1615
Mail Address: Statehouse Sta. #115, Augusta, Maine 04333
Established: 1973
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 263; *Citation:* 3 M.R.S.A., Sect. 161
Average Count—All Positions: 69 *Legislative Count:* 69

PURPOSE: The Legislative Council is responsible for overall management of the legislative branch. Its general powers and duties are set out in both statute (3 M.R.S.A §162) and the Joint Rules adopted by the Legislature at the beginning of each biennium. These include: approval of all legislative budgets and provision for financial oversight of legislative funds; establishing salary and benefit schedules for all legislative employees, except as otherwise provided by law; planning and overseeing projects designed to improve the organization, operation, and physical facilities of the Legislature; allocation of work to Legislative committees when the Legislature is not in session; appointment of the directors of the non-partisan offices, including the Executive Director of the Legislative Council, the State Law Librarian, the Revisor of Statutes, and the Directors of the Offices of Fiscal and Program Review and Policy and Legal Analysis. The Council also has the authority to adjust the salaries of the Constitutional Officers within the salary ranges specified in 3 MRSA §162-B.

ORGANIZATION: The Legislative Council consists of the ten elected members of leadership: the President of the Senate, the Speaker of the House, and the Majority and Minority Floor Leaders and Majority and Minority Assistant Floor Leaders for both the House and Senate. The Council Chairman and Vice-Chairman are elected by the Legislative Council at the beginning of each legislative biennium and serve for the entire biennium. By tradition, the chairmanship alternates every two years between the House and Senate.

The Legislative Council has established three subcommittees as a means of improving the Council's overall capacity to oversee management of the legislative branch. These include the Personnel Committee, the Committee on Legislative Automation, and the Committee on Effective Utilization of Legislative Space. These committee appointments are made by the Council Chair.

PROGRAM: In its first year, the 113th Legislative Council oversaw the implementation of classification and salary plans for all non-partisan staff and all leadership staff. These plans achieved consistency in compensation policies and practices across the legislative offices. In conjunction with this effort, the Council initiated a review of personnel policies which was designed, again, to achieve uniformity within the legislative branch and comparability with the executive branch.

Office of the Executive Director of the Legislative Council, *Sarah C. Diamond, Executive Director, Telephone: 289-1615.* The primary statutory functions of the Executive Director include direction and supervision of the non-partisan legislative staff offices, whose respective organization and activities are described below; responsibility for implementing policy decisions of the Legislative Council; and acting as executive officer of the Legislature when it is not in session.

The Office manages general administrative services for the entire Legislature including personnel and payroll administration, accounting and budgeting, scheduling legislative hearing rooms, and overall management and operation of the legislative computer systems and coordination of computer applications development. In addition, the Office coordinates the work of the Committee Clerks during the Legislative Session.

As a result of the Legislative Council's review of organization and staffing, the functions of the Legislative Information Office and its staff were transferred to the Office of the Executive Director in December, 1985, and an Information Systems Division created under the direction of the Information Systems Director. The primary objectives of this transfer were to improve coordination of efforts related to the collection and reporting of information regarding legislative status, to make more effective use of legislative computer resources and to eliminate duplication of effort in both indexing and the preparation of information regarding legislative action.

The Information Systems Division now coordinates the use of legislative computer resources and related services. Computer systems applications include bill drafting and statutory retrieval, tracking the status of all pending legislation, and producing legislative documents such as the daily Advanced Calendars, Journals and Legislative Record in the House and Senate. Through the Information Office, the division responds to a wide range of requests for information from legislators, agencies and the public on the current status of legislative items. Finally, the Legislative Indexer coordinates use of on-line and printed indexes and prepares subject indexes for several legislative publications.

PUBLICATIONS:

The Maine Legislature: Committee Clerks' Handbook
Legislative Council: Minutes of Council Meetings
Bill Status Users Guide
History and Final Disposition of Legislative Documents and Papers (published following each regular session).

Law and Legislative Reference Library, *Peter M. Siegel, State Law Librarian, Telephone: 289-1600.* The Law and Legislative Reference Library provides comprehensive legislative reference service and a substantial collection of legal materials for use by the Legislature and its committees, all agencies of state government, the judiciary, attorneys and citizens of Maine. Additionally, the Library is responsible for distribution of Session laws, Maine Revised Statutes Annotated, and printed decisions of the Supreme Judicial Court.

The Library was created by action of the Legislature in 1971, with the transfer of functions formerly performed by the law section of the Maine State Library. The nonpartisan State Law Librarian is appointed by the Legislative Council for a term of 3 years.

During the year one clerical position and one professional position were converted from temporary to permanent status. Another professional position was added on a temporary basis.

Public Services. The Library provides reference, research and circulation services to patrons by means of telephone, mail and personal contact. During fiscal year 1987 the library staff responded to over 3,911 reference and research inquiries, a 15% increase over last fiscal year. Over 6,400 items were circulated, and 27,970 items were used in-house.

Special services include computer access to: the legislative bill status system; SIRS, which provides online searching of the Maine Revised Statutes Annotated; Legisnet, a national computerized legislative database; Statenet, a national bill status system; DIALOG, a multiple database service which provides access to citations for periodicals, government reports, etc.; Vutext, a full-text newspaper database; and WESTLAW, an automated general legal database. The Library continues to coordinate training on WESTLAW for state agency personnel and private attorneys.

The Library now offers an interlibrary loan service to obtain for users copies or loans of materials not in the Library's collection. Requests are electronically relayed to and received from libraries throughout the country via the OCLC computer system.

The Library's special resources include biographical information on legislators and members of Maine's legal community, and an extensive collection of newspaper clippings on topics of current legislative interest. The Library also compiles legislative histories upon request. During fiscal year 1987 library staff prepared 210 legislative histories on a wide range of topics.

The Library is a U.S. Government Documents Depository and receives over 1,400 federal documents annually.

Technical Services. The Library continued a special project to classify and arrange by subject the legislative reference collection and other separate collections. To facilitate cataloging the Library subscribes to OCLC, a national computer system which enables libraries all over the country to share catalog records. During fiscal year 1987 1,273 new volumes were cataloged and classified by subject.

Other types of material in the Library's collection, such as court reports, codes and journals, increased overall by 1,180 volumes. Records for these materials have been standardized and expanded to include complete acquisition and holdings information.

The Library continued its efforts to conserve shelf space by acquiring certain state and federal materials in microform.

Educational and Consultative Services. Staff conducted numerous instructional sessions for legislative and state agency personnel, judicial law clerks, librarians and students on general Library orientation, legal research and bibliography, and government documents.

Continuing education for Library staff included attending and participating in state, regional and national law library association meetings and workshops.

Distribution of State Publications. The Library distributed either by exchange or sale: 1) copies of the 1984 and 1985 Laws of Maine; 2) 1986 supplements of the Maine Revised Statutes Annotated; 3) one volume of the Maine Reporter (cases from 489-509 Atlantic Reporter 2d); 4) 26 legislative committee studies; 5) 1,883 legislative documents with amendments from the 1986 special session and the 1987 regular session; and 6) six issues of the Maine Bar Journal. Legislative Record and slip laws were provided to the Cleaves Law Library and the University of Maine School of Law Library during the session, as well as advance House and Senate calendars and weekly printouts on the status of current legislation.

PUBLICATIONS:

Recent Acquisitions of the Law and Legislative Reference Library, distributed to legislators, staff and others twice monthly during the legislative session and irregularly between sessions.

Office of Fiscal and Program Review, *Bent Schlosser, Director, Telephone: 289-1635.* Established in 1962 as the Legislative Finance Office, the Office of Fiscal and Program Review collects, researches and analyzes fiscal and program information related to the operation of state government. To this end, the Office examines revenues and expenditures, evaluates fiscal and program information, makes financial projections regarding the effects of legislation, and analyzes appropriation and allocation requests.

The Office provides staff support for the Joint Standing Committee on Appropriations and Financial Affairs; the Joint Standing Committee on Audit and Program Review; the Joint Standing Committee on Transportation in its review of the Highway Fund; and other legislative committees as information is required.

During fiscal year 1987 the Office of Fiscal and Program Review assisted the Joint Standing Committees to which it is assigned in completing several studies on financial policy and budget matters. This included a careful review of the financial impact of every piece of proposed legislation on state revenues and expenditures; evaluation of estimates of present and expected expenditures; and overseeing the initial preparation of the appropriations bills submitted for introduction into the First Regular Session. In addition, the office continued the publication of its annual Compendium of State Fiscal Information.

The Office provided research assistance to the Joint Standing Committee on Audit and Program Review during FY 87 in its evaluation and development of recommendations to the Legislature related to the sunset review of departments of the following: the Department of Educational and Cultural Services; professional regulatory boards; and child welfare services. A report documents the Committee's findings and recommendations.

PUBLICATIONS:

Compendium of Fiscal Information: Publication #18, December, 1986 (Free; available on request).

A Report of the Joint Standing Committee on Audit and Program Review. Sunset Reviews of the Department of Educational and Cultural Services; child welfare services, and the professional regulatory boards.

Office of Policy and Legal Analysis, *Helen T. Ginder, Director, Telephone: 289-1670.* The Office was first established in 1973 to provide non-partisan research, analysis and support services to Joint Standing Committees of the Legislature, to various boards and commissions that operate under the oversight of the Legislative Council, and to individual legislators. Staff assistance includes drafting bills, providing staff assistance to legislative committees including analyses of legislation, preparation of research documents, and committee amendments and drafts.

When the Legislature is not in session, the Office provides staff support for studies which have been approved and funded by the Legislative Council, established by law or joint order.

PUBLICATIONS:

The following are illustrative of reports prepared by the Office. These include reports of study committees, boards and commissions as well as Legal Issue Summaries prepared by the staff for general reference. Copies of these reports and a complete index are available through the Law and Legislative Reference Library.

1. References: A Handbook for Maine Legislators: Facts, Resources and Procedures.
2. Legal Issue Summaries on various topics such as Federal Preemption, Delegation of Legislative Authority, and Statutory Construction.
3. Report of the Joint Standing Committee on State Government on Legislative Veto of Agency Rules.
4. Report of the Joint Select Committee to Study Insurance Pools for High Risk Groups Seeking Health & Life Insurance.
5. Report of the Maine Commission to Examine Chemical Testing of Employees.
6. Final Report of the Special Select Commission on the Financing and Administration of General Assistance.
7. Study of Solid Waste Management & Disposal in Maine.
8. Joint Standing Committee on Marine Resources Study on the Blue Mussel Resource & Harvesting in Maine.

(Office of) Revisor of Statutes, *David S. Silsby, Revisor of Statutes, Telephone: 289-1650.* The Office of Revisor of Statutes was originally created by Public Law 1929, chapter 367 and later established as the Office of Legislative Research in 1947. Recently the Office of Revisor of Statutes assumed its original name as it was reestablished by the Legislature in 1986.

The responsibilities of the Revisor of Statutes are set out in law by the Maine Revised Statutes, Title 3, section 163-A. The Office serves three primary functions: bill drafting; statutory retrieval; and engrossing, which is operated in part as a division. The Office is the point where all legislation is placed in final form for introduction, serves as clerk of the Committee on Bills in the Second Reading for both the House and Senate, and is responsible for examining all bills for proper form for their engrossment. In addition, the Office tracks legislation by title and section number to detect potential duplication and conflicts. The Office also publishes all laws enacted during each legislative session and assists the commercial publishers of the Maine Revised Statutes by providing material for the supplementary pamphlets and pocket parts.

PUBLICATIONS:

1. *Maine Revised Statutes Annotated*—Consisting of 27 volumes of text resulting from the tenth revision of 1964, plus republished volumes, supplementary pamphlets and pocket supplements used in the updated system. (Available to certain federal, state and local agencies and officials in accordance with the Maine Revised Statutes, Title 3, section 173 and distributed through the Law and Legislative Reference Library; available to the public from West Publishing Company, Minneapolis, Minnesota at current price.)

2. *Public Laws and Constitutional Resolutions as enacted by the One Hundred and Thirteenth Legislature of the State of Maine at the First Regular Session, December to June 1987.* Contains a subject index and cross reference table. (Limited copies available at no charge from Revisor's Office.)

3. *Laws of Maine.* Volume contains all Session Laws and related documents of each Legislative session. Available for purchase or loan through the Law and Legislative Reference Library.

PUBLICATIONS: See entries under each individual Legislative staff agency report.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,287,148	5,287,148				
Health Benefits	328,471	328,471				
Retirement	896,811	896,811				
Other Fringe Benefits	21,340	21,340				
Computer Services—State	51,995	51,995				
Other Contractual Service	3,941,032	3,941,032				
Rents	289,228	289,228				
Commodities	144,622	144,622				
Grants—Subsidies—Pensions	97,275	97,275				
Buildings and Improvement	4,384	4,384				
Equipment	107,584	107,584				
Interest—Debt Retirement	4	4				
TOTAL EXPENDITURES	11,169,894	11,169,894				

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION

GEORGETTE B. BERUBE, CHAIRMAN

Central Office: Statehouse, Augusta; *Floor:* 4 *Telephone:* 289-1697
Mail Address: Statehouse Sta. #107, Augusta, Maine 04333
Established: February 3, 1978
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 300; *Citation:* 3 M.R.S.A., Sect. 227
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the commission is to advise the director of the Maine-Canadian Legislative Advisory Office in the carrying out of his powers and duties, assisting him in encouraging increased cooperation between Maine and Canada, and especially between the Legislature of Maine and the legislative bodies of Canada and assisting him in encouraging economic, cultural and educational exchanges between Maine and the Canadian Provinces. The commission meets at least 4 times in each year with the director and at such other times on the call of the chairman, at the request of the director or at the request of any member, as shall be necessary to carry out its duties. During the 112th Legislative Session, the New England and Eastern Canada Legislative Commission, whose membership is to be drawn from the Maine-Canadian Legislative Advisory Commission, was established to strengthen cooperation among the Legislatures of the region.

ORGANIZATION: Created in February of 1978, the Maine-Canadian Legislative Advisory Commission consists of 8 members, 4 appointed by the Speaker of the House (2 for a term of one year and 2 House members who shall hold office until their legislative terms expire) and 4 appointed by the President of the Senate (2 for a term of one year and 2 Senators who shall hold office until their legislative terms expire). At least one member appointed by the President of the Senate and one member appointed by the Speaker of the House shall be fluent in the French language.

Members serve without compensation but may be reimbursed for travel and per diem expenses at the current rate for state employees. Four members shall constitute a quorum. The commission shall designate one of its members as chairman.

The New England and Eastern Canada Legislative Commission consists of 2 House members and 2 Senators who are appointed to the Maine-Canadian Legislative Advisory Commission.

PROGRAM: Commission deliberations in FY 87 focussed on the following issues: participation in the 15th General Assembly of the International Association of French-Speaking Parliamentarians; methods of organizing a New England and Eastern Canada Legislative Conference; progress on free trade negotiations between the U.S. and Canada; imposition of a surtax on Canadian softwood imports; alternate routes for the Trans-Maine highway; negotiations between Central Maine Power and Hydro-Quebec.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE

DONAT B. BOISVERT, DIRECTOR
CLAIRE C. PAQUETTE, Assistant Director

Central Office: Statehouse, Augusta; *Floor:* 4 *Telephone:* 289-1697
Mail Address: Statehouse Sta. #107, Augusta, Maine 04333
Established: Februry 3, 1978
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 299; *Citation:* 3 M.R.S.A., Sect. 223
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The director of the Maine-Canadian Legislative Advisory Office is mandated to be "concerned with strengthening all areas of regional cooperation between the Legislature of Maine and the legislative bodies of Maine's neighboring Canadian Provinces, and with encouraging economic, cultural and educational exchange between Maine and these provinces." (P.L. 1978 c.605)

The primary functions of the director are: to serve as a liaison between the Legislature of Maine and the provincial parliaments of Quebec and the Maritime Provinces; to keep the Legislative Committees informed on Canadian affairs and to facilitate interaction in matters of mutual interest.

ORGANIZATION: The Maine-Canadian Legislative Advisory Office and its Advisory Commission were created on February 3, 1978. The director, who is nonpartisan and chosen solely on the basis of professional competence including fluency in French, was appointed in January of 1980 by the Speaker of the House and the President of the Senate with the approval of the Maine-Canadian Legislative Advisory Commission. The director appoints an Administrative Assistant to help carry out the office's broad mandate.

The director holds quarterly meetings with the Advisory Commission and provides the commissioners with updates between meetings; he reports to and is subject to the direction of the Legislative Council.

PROGRAM: In addition to its primary function of advising the Legislature on Canadian matters, the Maine-Canadian Office also assists State departments and agencies, private corporations and non-profit organizations in their interactions with Quebec and the Maritime Provinces.

Legislative Committees. The director assists the Joint Standing Committees by providing them with provincial documents, governmental publications and other information relevant to their committee work; by apprising these committees of the possible impact of their legislative proposals on neighboring Canadian provinces and obtaining when expedient Canadian perspectives on these bills; and by reporting on the implications of Canadian legislation and related matters to the appropriate committees and to legislative staff offices.

During FY 87, the Maine-Canadian Office provided information on the following topics to legislative committees: energy developments in Canada, particularly negotiations between Central Maine Power and Hydro-Quebec and progress on interconnecting transmission lines; Canadian proposals on employee testing; economic development projects in the Maritimes;

economic impact of the Atlantic salmon recreational fishery; bilateral trade relations, including implementation of the softwood export surtax; enforcement of weight restrictions on trucks in Quebec; provincial bingo regulations; registration of hunting guides.

Legislative Interaction. The director organizes interparliamentary visits, conferences and ad hoc meetings to familiarize legislators with their provincial counterparts and to facilitate communication on matters on joint concern.

During FY 87, the director and legislators on the Commission discussed the establishment of the New England and Eastern Canada Legislative Commission with: the U.S. Consul in Quebec City, the President of the Quebec National Assembly, the Quebec Ministry of Intergovernmental Affairs and the Clerk of the New Brunswick Legislative Assembly. The director also prepared speeches for legislators who participated in the 15th General Assembly of the International Association of French-Speaking Parliamentarians. In January of 1987, the director organized a visit to the State House, for a delegation of Quebec officials led by the Minister of Energy, which included a meeting with members of the Utilities and Energy and Natural Resources Committees and discussions with members of the Legislative Council. Subsequently, the Utilities Committee invited a Quebec observer to a public hearing on a related matter.

Translation Service. (English-French/French-English). The director translates official documents, helps legislators and state departments draft addresses and press releases (in French) and serves as interpretor when the occasion arises.

In addition to preparing speeches and correspondence for legislators, the director expanded this service in FY 87 by providing translations of editorials and selected articles from Quebec newspapers. The following State agencies also requested translation work for which a fee was charged: Arts Commision, Educational and Cultural Services, Human Services and Inland Fisheries and Wildlife.

Departmental Interaction. The Maine-Canadian Office also cooperates with departments of State government and the Congressional delegation in their interactions with Canada by identifying the appropriate federal or provincial agencies to be addressed and by providing background information and advice.

During FY 87, the Office received information requests from and provided updates on Canadian issues to the following State agencies: Agriculture, Attorney General's Office, Educational and Cultural Services, Environmental Protection, Forestry, Historic Preservation, Inland Fisheries and Wildlife, Marine Resources, Planning Office and Public Utilities Commission.

Cultural Services. The Office assists in maintaining and developing cultural ties between Maine and Eastern Canada and acts as a liaison between cultural and educational organizations and the French Consulate, the Canadian Consulate and the Quebec Delegation.

During FY 87, the Office answered several requests from schools planning Canadian studies projects and cultural exchange visits. The director also coordinated visits to Augusta and Lewiston for the cultural attache of France, assisted in the preparation of an exhibit on Franco-American folk art, acted as chairman of a round table discussion on Canadian relations at the University of Maine in Farmington, delivered speeches at several cultural events and regularly provided French language radio stations with cultural events information.

Information Service. The Maine-Canadian Office acts as a clearing house for information on Maine for Canadian officials and for information on Eastern Canada for Maine businessmen, researchers, journalists and the public. The Office distributes Canadian publications and information on Canadian relations to the public upon request.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

STATE COMPENSATION COMMISSION

STEPHEN R. CROCKETT, CHAIRMAN

Central Office: Statehouse, Augusta *Telephone:* 289-1615
Mail Address: Statehouse Sta. #115, Augusta, Maine 04333
Established: 1981
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 316; *Citation:* 3 M.R.S.A., Sect. 2A

ORGANIZATION: The Maine State Compensation Commission was established by the 110th Legislature. Appointed every two years for a term to coincide with the legislative biennium, the Commission is responsible for making recommendations regarding the compensation of the Governor, justices and judges, constitutional officers, legislators, representatives of the Penobscot and Passamaquoddy Indian Nations, the Clerk and Assistant Clerk of the House, and the Secretary and Assistant Secretary of the Senate. The 1987-88 Compensation Commission, appointed to serve for the period of the 113th Legislature, is the fourth Commission to have been appointed since the law took effect in 1981.

PROGRAM: In initiating its biennial review of compensation, this Commission considered the work of preceding Commissions and the subsequent action by the Legislature on those recommendations. The work of preceding Commissions has culminated in enactment by the Legislature of significant changes in compensation policy and practices for some public officials. Most notably, a new compensation and retirement plan for justices and judges was adopted by the Legislature in 1984. In addition, the Constitutional Officers are now assigned to salary ranges with provisions for annual salary review following their initial appointment. Other recent changes in compensation policy include salary increases for the Governor, legislators, Indian Representatives, and the chairs and members of the Public Utilities Commission and Workers' Compensation Commission.

The current Commission submitted a May 1, 1987, interim report to the 113th Legislature in which the scope and schedule of its biennial review of compensation policy was defined. In a May 26, 1987, addendum to the interim report, the Commission recommended that the Clerk and Assistant Clerk of the House of Representatives and the Secretary and Assistant Secretary of the Senate be assigned to salary ranges in the salary schedule recently adopted by the Legislative Council for legislative employees. This recommendation was enacted by the First Regular Session of the 113th Legislature.

PUBLICATIONS:

Copies of all reports submitted by the Compensation Commission are available from the Law and Legislative Reference Library, Room 202, State House, Augusta, Maine 04333. Telephone: 289-1600.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

COMMISSION ON INTERSTATE COOPERATION

REPRESENTATIVE DONALD V. CARTER, CHAIRMAN

Central Office: Statehouse, Augusta; *Floor* 2 *Telephone:* 289-1615
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333
Established: 1939
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 272; *Citation:* 3 M.R.S.A., Sect. 201
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission on Interstate Cooperation serves to carry forward the participation of the State of Maine as a member of the Council of State Governments. To carry out this participation, the commission is authorized to undertake activities designed to enable Maine to do its part in forming a more perfect union among the various governments in the United States.

ORGANIZATION: The Maine Commission on Interstate Cooperation was established in 1939 by P.L. 1939, c. 250. The form of organization established in 1939 has remained unchanged up to the present time.

The Commission consists of 9 regular members: 3 state officials appointed by the Governor, 3 members of the Senate appointed by the President of the Senate and 3 members of the House appointed by the Speaker of the House. The Governor, the President of the Senate and the Speaker of the House are ex officio members of the Commission.

PROGRAM: The Commission continues to serve as a clearinghouse for information on state programs of national and international interest. It also serves as the Maine affiliate for the Council of State Governments, which is a joint agency of all the state governments, and serves as a coordinator of the activities of the National Conference of State Legislatures. Members of the Commission represented Maine at a number of regional and national conferences during the year.

PUBLICATIONS:

1. Proceedings of the First Interparliamentary Conference of State and Provincial Legislators, held at Orono, Maine, August, 1974. Available from the chairman of the Commission.
2. *The Bond Bank Innovation: Maine's Experience* by James E. Jarret and Jimmy E. Hicks. Lexington, Ky. Council of State Governments. 1977. Available from the Chairman of the Commission or from the Maine Muncipal Bond Bank.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON INTERSTATE COOPERATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	81,125	81,125				
TOTAL EXPENDITURES	81,125	81,125				

COMMISSION ON UNIFORM STATE LAWS

ROBERT C. ROBINSON, CHAIRPERSON

Central Office: 12 Portland Pier, Portland *Telephone:* 772-6565
Mail Address: 12 Portland Pier, P.O. Box 568, Portland, Maine 04112
Established: August 20, 1955 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 271; *Citation:* 3 M.R.S.A., Sect. 241

PURPOSE: The Commission on Uniform State Laws was established to examine subjects on which uniformity of legislation among the states is desirable and to bring to the State of Maine the benefit of the serious study and research of judges, lawyers and legal scholars gathered from throughout the entire country as members of the National Conference of Commissioners on Uniform State Laws to determine what uniformity in the law will best serve the several States.

PROGRAM: The Maine Commission on Uniform State Laws is an active participant in the National Conference of Commissioners on Uniform State Laws in its work as a Committee of the whole and on its drafting and review subcommittees. Some of the uniform or model legislation developed and adopted by the Conference during the past year include: the Uniform Securities Act; the Rights of the Terminally Ill Act; the Personal Property Leasing Act; the Health Care Information Act; Amendments to the Uniform Trade Secrets Act; the Uniform Land Securities Interest Act; and the Uniform Limited Partnership Act.

The Commission, like its counterparts in other states, works through appropriate legislative committees and committees of the Maine Bar Association to review these pieces of legislation and determine if it is in the best interests of the State of Maine to adopt legislation which is uniform with other states in these areas.

PUBLICATIONS:

Copies of any of the Uniform or Model Acts are available upon request.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON UNIFORM STATE LAWS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	8,281	8,281				
TOTAL EXPENDITURES	8,281	8,281				

ADVISORY BOARD FOR LICENSURE OF WATER TREATMENT PLANT OPERATORS

JERRY LOWRY, CHAIRMAN

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #10, Augusta, Maine 04333

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1994

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 429; *Citation:* 22 M.R.S.A., Sect. 2624

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The board determines the competency of individuals responsible for the operation of public water systems within the State. This determination is made by securing information from sources, such as the Association Boards of Certification, other states; the development of examinations in writing, orally, and by demonstration. Licenses are issued for 6 classes of water operator. Renewal licenses are issued for previously licensed operators. Records are maintained for annual fees, application for and discontinuance of licenses, requests for examinations, notifications of status, reciprocity with other states, and to hold hearings to determine competency of operator.

ORGANIZATION: The Governor appoints 6 persons as follows: two certified operators with one holding a certificate of the highest classification issued by the board; one person from the Department of Human Services, as the commissioner may recommend; one person who shall be a water utility management representative; one person who shall be an educator whose field of interest is related to water supply; and one member of the general public. Each member of the board, with the exception of the ex officio member from the Department of Human Services, is appointed for a 3-year term. The Department of Human Services representative of the Board serves as secretary and is responsible for maintaining records and providing administrative support.

PROGRAM: The Board determines the ability of water utility employees for licensure. Each public water utility in the state by statute must have a licensed operator. Four examinations are held each year. Three hundred and eighty-nine (389) operators are presently licensed.

Four examinations have been administered by the Board. Exams were administered in both Presque Isle and Augusta. A total of ninety-seven (97) applicants sat for examination. The Board has changed the examinations for Class I and II and are rewriting the Class III and IV examinations.

LICENSES, PERMITS, ETC.

Water Certification

1. Class I or II Water System:
   Operator Class I (or Class II) of a Water Supply System
2. Class III or IV Water System:
   - A. Operator Class III (or Class IV) of a Water Treatment Plant; or
   - B. Operator Class III (or Class IV) of a Water Distribution System; or
   - C. Operator Class III (or Class IV) of a Water Supply System

PUBLICATIONS:

Rules Relating to the Licensure of Operators of Water Treatment Plants and Distribution Systems. Publication is free.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADVISORY BOARD FOR LICENSURE OF WATER TREATMENT PLANT OPERATORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	1,182		1,182			
Rents	100		100			
Commodities	17		17			
Transfers to Other Funds	2,123		2,123			
TOTAL EXPENDITURES	3,422		3,422			

JOINT COMMITTEE OF LICENSURE-CERTIFICATION FOR SCHOOL PSYCHOLOGICAL SERVICES

LAWRENCE STARR, Ed.D., CHAIRPERSON

Central Office: *Telephone:* 289-5800
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: July 1, 1985
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 487; *Citation:* 32 M.R.S.A., Sect. 3840

PURPOSE: The purpose of the Joint Committee of Licensure-Certification for School Psychological Services is to develop coordinated standards for school psychologists and school psychological examiners based on the licensing requirements of the Board of Examiners of Psychologists and certification standards established by the State Board of Education.

ORGANIZATION: The joint committee consists of six members. Three (3) members appointed by the State Board of Examiners of Psychologists from the present membership and three (3) members appointed by the State Board of Education from the present membership. Chair and Vice-Chair are elected annually in September on rotating basis.

PROGRAM: The committee was established in July, 1985. Its activities during its initial year have been to establish a coordinated joint licensure-certification procedure for school psychological examiners and school psychologists. Public hearings were held in October, 1985. Revised legislative language suggestions were submitted to and approved by the Legislature in 1986. Changes were made and approved by the Legislature regarding licensing standards of the Psychologists Board of Examiners. Certification rules were developed and brought through the APA procedure and adopted by the State Board of Education in August 1986 to become effective in September 1987. The committee presented a final report to the Legislature in March of 1987.

FINANCES, FISCAL YEAR 1987: 32 M.R.S.A., Sec. 3840, provides that expenditures of this unit shall be borne by the Department of Educational and Cultural Services and the State Board of Examiners of Psychologists and are, therefore, included in its financial display.

LOBSTER ADVISORY COUNCIL

W. WILLIAM ANDERSON, CHAIRMAN
WILLIAM J. BRENNAN, Commissioner, Marine Resources

Central Office: Baker Bldg., Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1979

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 340; *Citation:* 12 M.R.S.A., Sect. 6462

PURPOSE: The purpose of the legislation which created the Lobster Advisory Council was to help conserve and promote the prosperity and welfare of the State and its citizens and the lobster fishing that helps to support them. More specifically, the Lobster Advisory Council will help to accomplish these goals by fostering and promoting better methods of conserving, utilizing, processing, marketing and studying the lobster.

The council advises the commissioner on activities of the department that relate to the lobster industry. The council also investigates problems affecting the lobster industry and makes recommendations to the commissioner and the Marine Resources Advisory Council concerning its investigations. Lastly, the council reviews current lobster research programs and plans for research on the lobster stock, and submits to the commissioner and Marine Resources Advisory Council, annually, its recommendations on those programs and plans.

ORGANIZATION: Created effective September 14, 1979, the Lobster Advisory Council consists of eleven members. Each member is appointed by the Governor. Eight members of the council must be holders of lobster and crab fishing licenses and shall represent Maine's eight coastal counties. Two members must be holders of wholesale seafood licenses and are primarily dealers in lobsters. One member must be a member of the general public and shall not hold any license under this subchapter. All members shall be appointed for a term of 3 years, except a vacancy shall be filled by the commissioner for the unexpired portion of the term. Members shall continue to serve until their successors are appointed. Members serve without compensation, but shall be reimbursed for their actual expenses, including travel at a mileage rate equal to that for state employees. Expenses of the council shall not exceed $2,000 a year. A quorum shall be 6 members of the council, if at least 4 of them are lobster and crab fishing license holders. The council annually chooses one of its members to serve as chairman for a one-year term. The council may select other officers and designate their duties. They meet at least 4 times a year at regular intervals and it may meet at other times at the call of the chairman or the Commissioner.

PROGRAM: The Council met four times during FY 1987. Throughout the year, as has been the case for the past few years, the Council directed most of its attention to the ever increasing proliferation of lobster traps in Maine's waters. The Council considered several different schemes to reduce the number of lobster traps, however, the issue still remains unresolved.

FINANCES, FISCAL YEAR 1987: 12 M.R.S.A., Sect. 6462 provides that expenditures of this unit, which amounted to $1,032.22 in FY 87, shall be borne by Maine Department of Marine Resources and are, therefore, included in its financial display.

MAINE HEALTH CARE FINANCE COMMISSION

DIANTHA CARRIGAN, CHAIRMAN
FRANCIS G. McGINTY, EXECUTIVE DIRECTOR

Central Office: 9 Green Street, Augusta *Telephone:* 289-3006
Mail Address: Statehouse Sta. #102, Augusta, Maine 04333
Established: September 23, 1983 *Sunset Review Required by:* June, 1989
Reference: Policy Area: 03; *Umbrella:* 90; *Unit:* 460; *Citation:* 22 M.R.S.A., Sect. 383
Average Count—All Positions: 21 *Legislative Count:* 23

PURPOSE: The Commission was created to design and administer the hospital financing system established by the 111th Maine Legislature. The purposes of this system are to (1) limit future increases in the cost of hospital care in Maine, (2) promote greater equity among those who must pay hospitals and (3) assure that the essential financial requirements of all Maine hospitals are met.

ORGANIZATION: The Commission is composed of five members appointed by the Governor subject to review by the Joint Standing Committee on Health and Institutional Services and confirmation by the Legislature. In addition to Ms. Carrigan, the members of the Commission are Peter Leslie of Cape Elizabeth, who serves as the Commission's Vice Chairman, Agnes Flaherty of Saco, Albert Forsythe of Hallowell and David Wihry of Orono.

The Commission is empowered to appoint an Executive Director and General Counsel, as well as employ such other staff as it deems necessary. The Executive Director is authorized to appoint a Deputy Director and carry out all administrative and technical responsibilities delegated to him by the Commission.

The staff is divided into three components. The Division of Policy Development and Evaluation's staff is responsible for the formulation and refinement of the conceptual and technical underpinnings of the financing system. The Division of Financial Operations' staff is responsible for the computation of the revenue limit assigned each hospital and the apportionment of that limit to the various payors and purchasers of the hospital's services. The Division of Research and Data Management's staff is responsible for the development and administration of the financial and clinical data systems the Commission is required to establish.

The Commission and its staff regularly consult with the members of three Advisory Committees. The Hospital Advisory Committee is composed of two representatives of hospitals with 55 or fewer beds, two representatives of hospitals of moderate size and two representatives of large hospitals. The Payor Advisory Committee is composed of a representative of the Department of Human Services, a representative of Blue Cross and Blue Shield of Maine, a representative of Unionmutual and a representative of self-insured employer groups. The Professional Advisory Committee is composed of two representatives of allopathic physicians, two representatives of osteopathic physicians, two registered nurses and a representative of other hospital employees directly engaged in the delivery of patient care.

PROGRAM: The Commission has successfully implemented the hospital financing system it was established to administer. It has adopted rules defining the base year financial requirements of hospitals, necessary adjustments for inflation and other factors, and the computation and apportionment of the gross patient service revenue limit to be assigned each hospital. A revenue limit has been established for each of Maine's forty-four hospitals.

The early results of this effort have been most promising. Hospitals' charges have been reduced sharply. The rate of increase in the income they will receive from the delivery of services to patients has been slowed to approximately five percent per year. We estimate that those who pay for hospital care have saved more than $50 million. Of equal importance, however, is the fact that our hospitals have been afforded a degree of financial stability, many of them sorely in need in light of recent changes in the Medicare program.

The Commission has also promulgated the rules necessary to reestablish the hospital discharge data system which was administered by the Health Facilities Cost Review Board from 1979 to June 1, 1983. Consistent with the Legislature's direction that such data be made available in the least restrictive manner possible, the Commission has developed a regulatory framework which enables bona fide research organizations to secure the data they require without compromising the confidentiality of data which might indirectly identify patients or practitioners.

LICENSES, PERMITS, ETC.

The Commission does not have the authority to issue licenses or permits. It regulates the charges hosptials are permitted to make for the services they provide to patients and defines the obligations of the Department, Blue Cross and Blue Shield, and other payors and purchasers.

PUBLICATIONS:

The rules promulgated by the Commission are available upon request. A fee will be charged to defray the cost of copying and postage.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HEALTH CARE FINANCE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	658,694	148,718	509,976			
Health Benefits	29,069	6,563	22,506			
Retirement	96,850	7,464	89,386			
Other Fringe Benefits	2,438	507	1,931			
Computer Services—Comm.	5,581		5,581			
Computer Services—State	22,163		22,163			
Other Contractual Service	116,870	149	116,721			
Rents	35,503		35,503			
Commodities	13,896	48	13,848			
Grants—Subsidies—Pensions	32,358		32,358			
Equipment	26,637		26,637			
Interest—Debt Retirement	44		44			
Transfers to Other Funds	13,069		13,069			
TOTAL EXPENDITURES	1,053,172	163,449	889,723			

DEPARTMENT OF MARINE RESOURCES

WILLIAM J. BRENNAN, COMMISSIONER
E. PENN ESTABROOK, Deputy Commissioner

Central Office: Baker Bldg., Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1867 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188; *Citation:* 12 M.R.S.A., Sect. 6021

Average Count—All Positions: 180.5 *Legislative Count:* 122

Organizational Units:
- Bureau of Administration
- Bureau of Marine Development
- Bureau of Marine Sciences
- Bureau of Marine Patrol

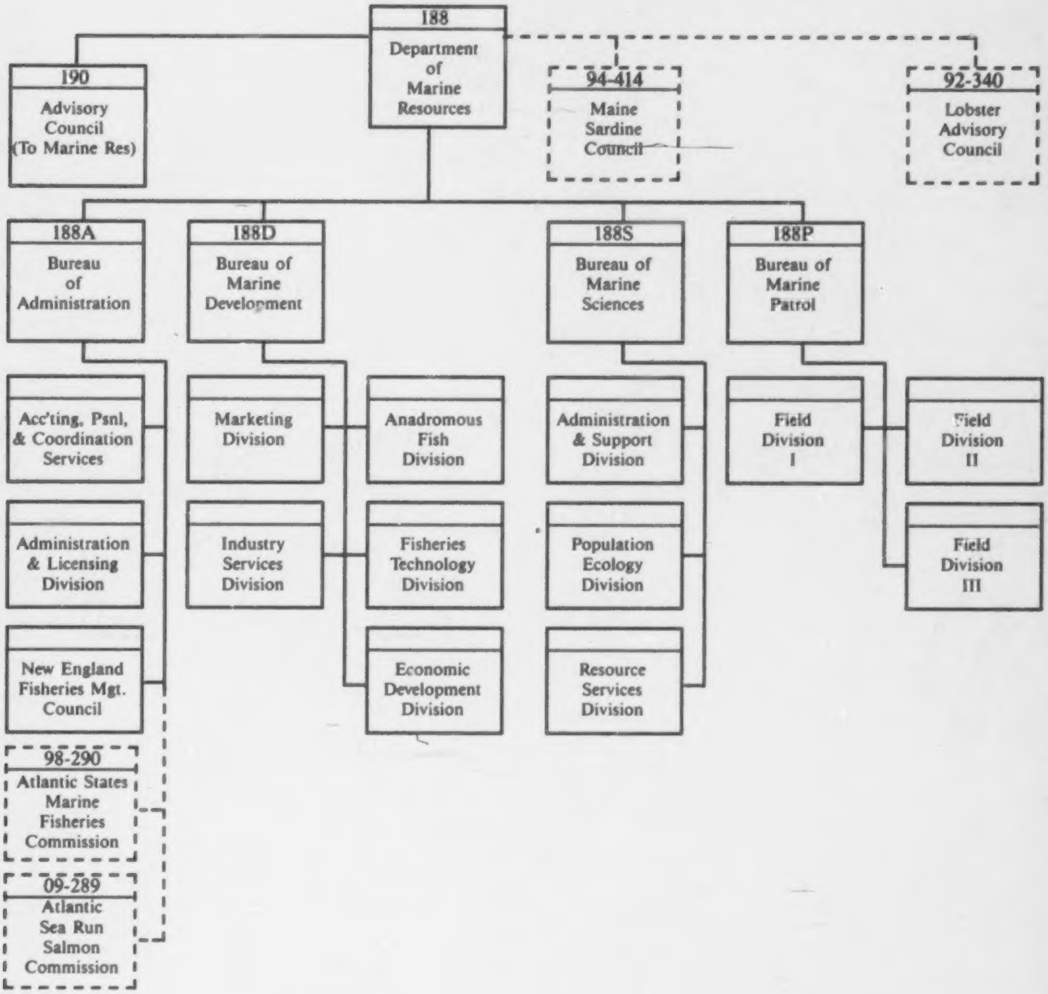
PURPOSE: The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine commercial fishing industry, and by advising agencies of government concerned with development or activity in coastal waters.

Through the authority vested in its Commissioner, the Department of Marine Resources is empowered to conserve and develop the marine resoures of the State, and to enforce the laws relating to marine resources. By statute the Department has the authority to acquire and hold real property; to accept funds, subject to the approval of the Governor; to enter into reciprocal enforcement agreement with other states, interstate regional authorities and the Federal Government; to enforce relevant sections of the Wetlands Control Law and advise state and federal agencies on the ecological effects of dredging, filling and otherwise altering coastal wetlands; to cooperate, consult and advise with other appropriate state agencies on all inter-related matters involving the coast and its marine resources; to assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law. The Commissioner of Marine Resources also serves as an ex-officio member of the Atlantic Sea Run Salmon Commission.

ORGANIZATION: The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioner of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and the Atlantic Sea Run Salmon Commission were created in 1947. In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. A new nine-member Lobster Advisory Council was established by the Legislature to assist the Commissioner on matters related to the lobster industry.

Fisheries Industry Development. The department continued the development and implementation of the fresh groundfish market development program known to seafood buyers as the State of Maine Fresh Fish Program, and to consumers as "Certified Fresh Maine Fish" products. The program is founded on the principal of establishing discrete markets for Maine groundfish product through a market and promotional program by stimulating consumer and trade awareness of the quality and value of product from Maine. The program is offered to retail chain supermarkets and restaurants that buy from Maine processing plants. Those plants must be certified. Thus the promotion efforts of the State of Maine are linked to the sale of product from Maine, a unique and very beneficial attribute of this program, as compared to most public generic advertising and promotion programs.

ORGANIZATIONAL CHART
DEPARTMENT OF MARINE RESOURCES
UMB 13


188
Department of Marine Resources
190
Advisory Council (To Marine Res)
94-414
Maine Sardine Council
92-340
Lobster Advisory Council
188A
Bureau of Administration
188D
Bureau of Marine Development
188S
Bureau of Marine Sciences
188P
Bureau of Marine Patrol
Acc'ting, Psnl, & Coordination Services
Administration & Licensing Division
New England Fisheries Mgt. Council
98-290
Atlantic States Marine Fisheries Commission
09-289
Atlantic Sea Run Salmon Commission
Marketing Division
Industry Services Division
Anadromous Fish Division
Fisheries Technology Division
Economic Development Division
Administration & Support Division
Population Ecology Division
Resource Services Division
Field Division I
Field Division II
Field Division III

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
DEPARTMENT OF MARINE RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,473,241	2,992,855	154,304		326,082	
Health Benefits	191,628	164,858	8,950		17,820	
Retirement	755,409	668,477	32,293		54,639	
Other Fringe Benefits	30,625	28,323	743		1,559	
Computer Services—State	355	355				
Other Contractual Service	1,098,035	1,009,834	33,632		54,569	
Rents	10,320	10,226			94	
Commodities	243,595	189,264	39,046		15,285	
Grants—Subsidies—Pensions	8,835	8,835				
Equipment	419,344	280,139	130,486		8,719	
Interest—Debt Retirement	200	188			12	
Transfers to Other Funds	17,769		6,671		11,098	
TOTAL EXPENDITURES	6,249,356	5,353,354	406,125		489,877	

The program has successfully expanded into the mid-Atlantic market and, in Northern New England into restaurants, institutional accounts (hospitals) and increasing numbers of supermarkets.

Marine Patrol. The Marine Patrol is in the process of upgrading patrol boats to include boats better able to respond to growing demands placed upon patrol. The first of these new boats was launched in June 1987, a 35-foot Duffy & Duffy lobster type boat. Plans are underway for a 23-26 foot class patrol boat. Both classes will be fully equipped with electronics, have the capability of hauling lobster traps and other types of fishing gear when the need arises. The new boats will enable the Bureau to put more emphasis on boat patrols off Maine's coastal waters.

A continuing training program for Marine Patrol Officers on all aspects of marine resources and related enforcement activity is helping maintain a high standard of professionalism as conservation law enforcement officers. An education program concerning boating safety of marine waters is now in progress.

The Marine Patrol Dive Team has been reorganized. These divers have monthly training and maintain a high degree of readiness to serve or assist the public whenever needed.

Marine Sciences. The Bureau of Marine Sciences goal is insuring that the bureau is responsive to the realities of fishery management. This is a highly contentious area with a plethora of experts and little consensus. The approach to the problem is a major and rather revolutionary (within the context of marine fisheries management) undertaking, and it is necessarily proceeding deliberately. The focus of the Bureau's approach to the problem, nevertheless, is attracting active interest and support from other federal, regional and private institutions because of growing awareness that this approach is indeed necessary and appropriate.

Extension Service. The Fishery Technology Service has a practical and very active program of gear development designed to increase fishing efficiency and to reduce fishing costs and wastes of fish as a result of inefficient gear. In addition, this program brings the Department into direct contact with a wide variety of important fishery issues where industry members and department personnel can work together in resolving matters of concern to fisheries conservation, development and efficiency. Cooperation with other agencies and groups involved in this work is improving daily—again to the benefit of the fishermen served by DMR. Additional resources made available to the service during the past year have resulted in significant achievement in several fisheries.

Inter-Agency Marine Research Relationships. Recognizing that marine research and fisheries management is a complex issue, DMR is continuing its efforts at establishing interagency cooperation. These efforts focused primarily on formal and informal cooperative projects with the New England Fishery Management Council, the Bigelow Laboratory for Ocean Sciences, the University of Maine, the Woods Hole Oceanographic Institution and private enterprise. A primary example of the results of this effort is exemplified in the Association for Research in the Gulf of Maine (ARGO Me.), a cooperative initiative comprised of the Department, the Bigelow Laboratory, the University of Maine, the Marine Maritime Academy and the Maine Geological Survey (Department of Conservation). This organization is working on focusing state and federal resources toward efforts to understand the Gulf of Maine, an important resource to the state.

General Comments: Councils. The department has two statutory Advisory Councils (one a general council and the other a lobster council) both appointed by the Governor. These are active, interested and able councils dealing regularly with issues of statutory responsibility and of immediate interest to the industry. The meetings are never without substantive issues, never "pro forma," and never dull.

Highlights of a Variety of DMR Activities. DMR has a small but very active and well-received marine education program addressed to primary and secondary school students and to lesser extent to adults. It performs a very valuable service of informing Maine people of the state's marine resources.

The shellfish inspection and public health program is particularly active. Certain of its activities have been adopted as national and international standards for dealing with marine shellfish public health problems.

The department's anadromous fish division has a full research and development program. Now that there is accelerating interest in hydropower production, this unit has significantly increased responsibilities in insuring that the fish runs shall continue unimpaired. Detailed technical review and comment on hydropower proposals is a significant part of its activities and is expected to increase. An agreement between the state and several hydropower facilities operators was signed which provides resources to the Department for purposes of stocking anadromous fish in the appropriate habitat above the Kennebec River dams.

Fishing Industry Issues. There continues to be great concern over the increasing prevalence of gear conflicts among Maine fishermen. They result from the high value of finite resources attracting increasing numbers of fishermen, and they seem to defy equitable or even practical solutions short of putting some segments out of business. This trend is of increasing seriousness, and can be expected to consume ever-increasing administrative and enforcement time. Through a cooperative effort within and outside the department, the capability of developing innovative non-competing fishing gear is being pursued by DMR. This phenomenon, it is of some comfort to note, is not confined to Maine, but is a widespread issue in U.S. fisheries. It should be noted, also, that traditional conservation concerns, more urgent now under increasing fishing pressure, probably can only be addressed through substantial modifications of harvesting equipment. The otter trawl, for example, is a non-selective piece of gear; probably it could be greatly improved. Thus there are substantial reasons for a strong focus on gear development, an effort which is nearly non-existent in the U.S.

DMR's experience in its marketing program is that the principles and methods are now in hand to make the Maine seafood industry strongly competitive in the national market. The Maine industry increasingly acknowledges and supports this market strategy, but this in turn increases demand for scarce resources.

Disposal of seafood processing remains a significant problem, not only for Maine's processors, but also for those in other states. Some attention is being given the issue with the desired end, a marketable product of processed waste, which can be pursued by private enterprise. Final resolution to the problem was not attained during the year, although temporary measures have allowed the industry in Maine to continue operations for the short term. Final resolution will have to result from multi-state, federal, and industry initiative.

As major pressure on coastal Maine continues to march from western coastal Maine toward eastern coastal Maine, the economics of maintaining traditional access points for commercial shellfish harvesters and fishermen becomes increasingly more difficult to maintain. The issue is frequently clear to local decision-makers although the solutions and means to rectify problems are equally as frequently not available.

The prospects of aquaculture as a component of Maine's commercial fisheries remains as a significant opportunity for employment and the production of very marketable protein to help meet demand for seafood products. Aquaculture has potential for decreasing effort on stressed fisheries, adding to total state landings house income and for providing directed fisheries opportunities for fishermen. How and under what terms these things will happen has been under substantial review during preceding months.

LICENSES, PERMITS, LEASES, ETC.:

Licenses:
  - Wholesale Seafood
  - Retail Seafood Dealer
  - Supplemental Wholesale Seafood
  - Commercial Fishing (Resident & Non-Resident)
  - Shellfish Transportation
  - Supplemental Shellfish Transportation
  - Sea Weed (Resident & Non-Resident)
  - Hand Scallop
  - Boat Scallop
  - Commercial Shellfish
  - Marine Worm Dealers
  - Supplemental Marine Worm Dealers
  - Marine Worm Diggers
  - Lobster and Crab Fishing
  - Wholesale Crawfish Dealer
  - Supplemental Wholesale Crawfish Dealer
  - Retail Crawfish Dealer
  - Lobster Transportation
  - Lobster Meat Permit
  - Supplemental Lobster Transportation

Weir Licenses (Unorganized Townships)
Importing Marine Species Permit
Shellfish Sanitation Certificates
Non-resident Special Tuna Permit
Special License for:
  Aquaculture
  Research
  Education

PUBLICATIONS:

The following "Master" camera-ready seafood pamphlets are available at $1.25 each on the following species. "Master" camera-ready art, can be taken to a printer to have the desired quantities reproduced.

- Lobster
- Mussels
- Shrimp
- Seafood
- Cusk
- Cod
- Haddock
- Hake
- Pollock
- Flounder

Seafood Introductory Retail Operations Manual. A brief easy-to-read manual that will provide a good start for a retail seafood beginner.

Video—"From The Boat To The Table," the story of fresh fish being processed and shipped from a certified plant under the State of Maine Fresh Fish Program (15 minutes). Available in 1/2-inch format.

FINANCES, FISCAL YEAR 1987: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATION

ANNA M. STANLEY, DIRECTOR

Central Office: Baker Bldg., State House Annex, Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188A; *Citation:* 12 M.R.S.A., Sect. 6021

PURPOSE: The Bureau of Administration was established to perform administrative functions of the Department of Marine Resources (DMR) and to advise government agencies concerned with development or activity in coastal waters. Its primary responsibilities are to receive, control and expend funds received from legislative appropriations, private sources, federal programs and dedicated revenue sources, including fees from approximately twenty types of licenses and permits. Detailed records are maintained on all receipts and expenditures as well as licenses, purchases of goods and services, equipment, payroll, personnel, allotments and encumbrances, special information and federal-state programs.

Duties also include coordination of public hearings for regulation changes, and aquaculture leases following APA procedures; Collective Bargaining matters; preparation and supervision of the departmental budget and work programs, contracts, Financial Orders and actions taken on personnel matters and purchases; coordination of clerical services; contact with other central service agencies; and keeping the Commissioner aware of the status of all departmental financial and administrative matters.

ORGANIZATION: The Bureau of Administration, established through the authority vested in the Commissioner of Marine Resources, is composed of five sections. The Accounting and Personnel Section provides services for all bureaus of the department in finance, personnel, equipment, purchasing, processing of license applications and revenues; the Coordination Section oversees the administration of federal and other revenue contracts and projects, department contracts for special services, and coordination of public hearings and aquaculture leases; liaison with the New England Fishery Management Council is provided by bureau personnel; the licensing and special services section handles license sales, receptions, statistics, data processing, and inquiries from the public; and the state's financial records of the Atlantic States Marine Fisheries Commission are administered by the bureau.

PROGRAM: The Bureau of Administration's program consists of carrying out directives of the Commissioner of Marine Resources in performing his statutory responsibilities, complying with all State and federal laws and regulations concerning administrative matters. The Bureau provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, assists in preparing short and long-range plans, and provides assistance during State and federal audits.

Aquaculture leasing: As of June 30, 1987, the Department has granted a total of 895.14 acres to various individuals, partnerships, companies or corporations to culture marine organisms in, on and under coastal waters. Shellfish leases presently account for 754.34 acres and finfish aquaculture make up 140.80 acres.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	252,726	252,726				
Health Benefits	12,702	12,702				
Retirement	45,686	45,686				
Other Fringe Benefits	1,265	1,265				
Other Contractual Service	98,067	98,067				
Rents	245	245				
Commodities	10,385	10,385				
Grants—Subsidies—Pensions	403	403				
Equipment	1,822	1,822				
TOTAL EXPENDITURES	423,301	423,301				

ADVISORY COUNCIL (TO MARINE RESOURCES)

WILLIS SPEAR, JR., CHAIRMAN
DAVID B. TURNER, Vice Chairman

Central Office: Baker Bldg., Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333
Established: August 13, 1947 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 190; *Citation:* 12 M.R.S.A., Sect. 6024
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: It is the broad responsibility of the Advisory Council (to Marine Resources) to provide advice to the Commissioner on policy matters affecting the fishing industry and to outline the problems and needs of the segments of the industry they represent. In addition, certain specific duties were established by law in 1973 including the approval of aquaculture lease permits, changes in fishing regulations, and related matters.

ORGANIZATION: The Advisory Council of the Department of Sea and Shore Fisheries was created in 1947. In the State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. Under the 1973 statute, the Marine Resources Advisory Council was enlarged from five members to nine, appointed by the Governor and representing various segments of the fishing industry.

PROGRAM: The Council met four times during the year providing information and advice to the Commissioner. In addition to meeting its broad responsibilities, the Council also performed specific duties established by law, including approval of various regulation actions and special license requests.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $2,213.67 in FY 87 and are, by administrative decision, included with those of the Bureau of Administration, Department of Marine Resources.

BUREAU OF MARINE DEVELOPMENT

HAROLD C. WINTERS, DIRECTOR

Central Office: Baker Bldg., Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1957

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188D; *Citation:* 12 M.R.S.A., Sect. 6021

PURPOSE: The common theme for all divisions and programs of this Bureau is the development of Maine's marine fisheries industries. This theme is addressed, for example, through efforts in restoring lost fish runs (e.g. alewives), groundfish industry expansion, technical gear and fishing technique development, a variety of technical services to seafood processors, and market development through trade and consumer education and assistance. The services of the Bureau, then, reflect the very complex and diverse Maine fishing industry. The programs discussed below are organized to be of service to that industry.

ORGANIZATION: The Bureau of Marine Development is comprised of five major divisions each of which is responsible for several programs: Anadromous Fish, Economic Development, Fisheries Technology Services, Industry Services, and Marketing. The Bureau's activities involve a multitude of issues ranging from marine science to marine education to market analysis.

PROGRAM:

Anadromous Fish Division: This division is responsible for the management, enhancement, and restoration of anadromous fish resources to the rivers of Maine. Anadromous fish are those species which attain their growth in the marine environment but return to fresh water to spawn. Species of major interest include striped bass, American shad, alewife, blueback herring, Atlantic salmon, sturgeon, and rainbow smelt. The dependency of these species on both fresh water and the marine environment requires coordinated and cooperative management between the Department of Marine Resources, Inland Fisheries and Wildlife, and the Atlantic Sea Run Salmon Commission. Although each agency is charged with management of specific fish species or groups of species, the mutual support of each other's programs has enhanced numerous fish species and fisheries of collective interest.

The goals of the Anadromous Fish Division are to maintain existing fish runs at optimal levels, restore anadromous fish runs to river systems which historically supported these species, and conduct research on life histories and habitat requirements to improve management capabilities. Historically abundant anadromous fish runs were decimated by the construction of impassable dams, water pollution, and overfishing. With the remarkable improvement in water quality in recent years and the regulatory authority to control fishing activity, the major remaining obstacle to restoration of river fisheries is numerous dams which lack upstream and downstream fish passage facilities.

Shad and Alewife Management: During the spring of 1987, 99,170 adult alewives were truck stocked or selectively released into various Maine watersheds to provide a spawning stock for reestablishing alewife runs and/or to augment existing low level spawning runs. A total of 25,772 alewives were stocked in various lake systems of the Androscoggin River above tidewater. Major stocking sites and numbers of fish stocked were Brunswick Headpond (13,639), Tripp Pond (4,602), Taylor Pond (3,907), Marshall Pond (633), Hogan Pond (407), Whitney Pond (1,131), Bog Brook (610), and the Androscoggin main stem above Lisbon Falls (241). In addition, 10 adult American shad have been transferred from the Merrimack River in Massachusetts and released just below Lewiston Falls. Efforts are still underway at this writing to obtain and transport more shad from the Merrimack River.

Striped bass: A cooperative restoration program was initiated in 1984 involving the Department of Marine Resources, the National Marine Fisheries Service, the U.S. Fish and Wildlife Service, and a private Maine sportsmen's group. Striped bass fry are obtained from a hatchery on the Hudson River and are transferred to the U.S. Fish and Wildlife Hatchery in North Attleboro, Massachusetts and reared to fall fingerling size (3-5″). A total of 2,306 fall fingerlings were stocked in the Kennebec River in 1984 and 46,759 in 1985. In 1986, an additional 31,317 fall fingerling striped bass were stocked in the tidal waters of the Kennebec River estuary and its tributaries. By imprinting these fish to the Kennebec River at an early life stage, upon reaching maturity they should spawn and reestablish a native striped bass stock.

Androscoggin River: The Brunswick fishway, located on the Androscoggin River at head-of-tide, was operated by Division staff for the fourth consecutive year. This fishway was built by the Central Maine Power Company in conjunction with the redevelopment of the Brunswick Hydroelectric Dam and represents the most modern fish passage facility in the State of Maine. From May to July, 1987, 63,523 alewives, 7 Atlantic salmon, and numerous resident fresh water species utilized the fishway.

The large run of adult alewives (63,523) passed through Brunswick represents a 79% increase over 1986 (35,471).

Recent negotiations with dam owners of the Pejepscot and Worumbo Dams located above Brunswick have resulted in agreements to provide fish passages as these dams are redeveloped for expanded hydropower use. Based on current construction schedules, by May, 1988, anadromous fish should have free passage to Lisbon Falls. The Worumbo Project at Lisbon Falls will likely not be completed until 1989 due to setbacks caused by spring (1987) flood waters.

Kennebec River: An agreement was reached between the majority of hydroelectric dam owners and the state fishery agencies on an interim restoration plan for the Kennebec River above Augusta. The dam owners agreed to fund an interim trap and truck program for shad, salmon, and alewives and to provide for downstream passage at specific dams in 1991. Construction of fish passage facilities at dams upstream of the Augusta dam would be initiated in the late 1990's. As a result of this agreement the following lakes were stocked with the following number of alewives: Sebasticook Lake, 12,099; Plymouth Pond, 2,797; Pleasant Pond, 2,688; Pattee Pond, 4,031; Lovejoy Pond, 1,949; and Douglas Pond, 2,286. These alewives were transferred from the Royal and Androscoggin Rivers. A total of 199 adult American shad were stocked above the Augusta dam. Sixteen were captured in the tidal waters of the lower Kennebec River with the remainder of the broodstock coming from the Narraguagus River, Cherryfield. Efforts continued in securing a fish passage, trapping, sorting, and transportation facility at the Edwards dam in Augusta.

Fish Passage Improvement: During the past year, a fish passage improvement project was continued with the U.S. Fish and Wildlife Service involving cooperative funding under P.L. 89-304, the Anadromous Fish Conservation Act of 1965. Project activities included repair, maintenance, and operation of eleven (11) Department fishways. A new fishway, designed for Highland Lake on the Lower Presumpscot River, is due to be completed by mid-July, 1987. This fishway, in conjunction with a second fishway to be built in a downstream dam, will allow for restoration of alewives to the Lower Presumpscot River.

Hydropower Development: Anadromous fish staff continued to review numerous hydropower development applications which had the potential to impact anadromous fish runs. A large amount of staff time was devoted to meetings with developers and state permitting agencies to assure appropriate protective measures for fisheries were included in development plans.

Miscellaneous Activities: In addition to hydropower permit reviews, personnel continued to evaluate other water resource development projects, wetlands applications, waste discharges, highway construction proposals, and industrial development that had potential for adverse impact on anadromous fish resources. Staff also provided technical assistance to 34 coastal towns which manage alewife fisheries. A major highlight of the town alewife program was the large run of alewives which returned to the Union River in Ellsworth for the second consecutive year. An aggressive stocking program by the city, with assistance from the Department of Marine Resources, resulted in the initial heavy run of alewives in 1985. The Union River supported the largest commercial alewife fishery in the state for 1986 and preliminary returns indicated it also may have supported the largest commercial alewife fishery in 1987.

Anadromous fish staff participated in several interstate meetings concerning plan development and implementation for interstate management of shad and river herring and striped bass.

Fisheries Technology Division. The Fisheries Technology Service is responsible for gear development projects that seek to stabilize and enhance Maine's marine resource harvest. This work involves actual development of new gear types, assessment of the practicality of new fishing techniques, resolution of gear conflicts, as well as development of better seafood packaging and handling. To accomplish this goal, we receive direct input of ideas and concerns from Maine's diverse fisheries through a system of field agents. Currently, agents are located in Freeport, Ellsworth, Wiscasset and Cherryfield with the division director performing some field work out of Bristol. The field agents are in daily contact with fishermen, buyers, truckers and processors to hear their concerns and be constantly up-to-date as to "what is going on." In this way, we not only receive ideas on new gear types and methods but are able to respond quickly and informatively when contentious situations arise.

To accomplish our gear development work, field agents either work with fishermen to develop their ideas on their boats or, in the case of larger, long-term projects, use the FTS vessel R/V PAUL DEROCHER which is home ported at DMR's laboratory in Boothbay Harbor. FTS projects emphasize development of gear that is more species or size selective (i.e., no discarded or waste catch) rather than more efficient gear for efficiency's sake.

Funding is provided through the General Fund and by the UNH/UMO Sea Grant Marine Advisory Service. FTS is one of the Sea Grant Programs "co-operators" and serves as their field extension component.

Shrimp Separator Trawl: FTS, working closely with a local net manufacturer, designed and developed a net to catch Maine shrimp but release the juvenile flatfish that usually accompany the shrimp catch. Use of this gear by the shrimp fishery will mean the addition of hundreds of thousands of pounds of grey sole and blackback now lost to our groundfishery. In addition, unwanted species such as starfish, juvenile herring and whiting are also separated and released, saving hours of time picking and cleaning the catch on board—a cold and hazardous job in Maine's winter weather.

Square Mesh: FTS is evaluating the practicality of use of square mesh in groundfish nets. This type of net construction has been reported to be much more selective by releasing more juvenile fish while retaining more market size fish. With funds from the Maine Science and Technology Board, via the Maine Fishermen's Forum, this is the largest, most comprehensive project of its type in North America.

Aquaculture: FTS assisted other DMR personnel in evaluating aquaculture lease applications and overseeing the operation of leases. The blue mussel and salmon fisheries are becoming increasingly dependent on high quality cultured product and the proper operation of leased bottom is important for the continued health of these rapidly growing industries.

Off-bottom Scallop Drag: A new concept in scallop harvesting is being evaluated. If successful, the new drag will be able to harvest scallops without impacting the bottom. An assessment of the actual impact of existing scallop drags on the bottom habitat is being conducted in cooperation with the National Undersea Research Program. The results of this work will help determine if the new drag design should be voluntary or not.

*Research Support:*FTS provides technical and vessel support to Bureau of Marine Science projects involved in scallop growth studies, as well as supplying specimens to the public aquarium.

*Education:*FTS provides speakers to the annual Fishermen's Forum, Downeast Commercial Fish Show, and other fishermen gatherings. It is a source point for a variety of video material from all over the world detailing the action and effect of gear on the bottom. Field agents provided a number of articles to the DMR Newsletter, published monthly in COMMERCIAL FISHERIES NEWS.

*Other projects:*A number of small projects targeted to specific problems were carried out. These included work on the effects of silt stirred up by mussel dragging operations, evaluation of different materials that could be used for a biodegradable vent required in lobster gear after 1987, evaluation of recommended improvements in packaging of ocean quahogs, evaluation of the practicality of composting of seafood processing wastes, demonstration of the use of waste clam shells for landscaping and preparation of a pamphlet explaining how the public can participate in the promulgation of marine resource laws and regulations.

Liaison work: In addition to these specific projects, the field agents served as sources of information to fishermen they met in steering them to the proper DMR or university researcher working on a project of interest to fishermen, answering questions on life history of commercial species and locating sources of packaging materials for seafood shippers. FTS works closely with the University of Maine, the Cooperative Extension Service, the various VTI's and other agencies through the Sea Grant Program.

Economic Development Division. This Division has been responsible for both the formulation and execution of long term strategies supporting the development of Maine's groundfish industry, as well as the resolution of shorter term issues and problems which affect this industry's operation. These activities are part of a sustained State-Industry effort, begun in 1979, to maximize the contribution of Maine's groundfishery to the State's economy. Since 1979 the Department has become an agent of change among the private industry forces which collectively determine the market competitiveness and profitability of Maine's groundfish industry.

The diverse functions of the Division have encompassed concerns for groundfish production quality control and market quality assurance, both at sea and in plant; the market positioning and prospects for Maine groundfish products, the cost-effectiveness of industry operations, the adequacy of the industry's physical infrastructure, new technology assessment and transfer, industry financing, Canadian and intra-regional trade issues, and the effect of Federal and State legislation and policies on Maine groundfishery. During this reporting period the industry focus of this Division has broadened considerably to include similar concerns affecting the growth of Maine's shellfishery. These concerns were realized in the various undertakings of the Division.

Fish By-product Recovery: The Division assists Maine fish processors in developing new products and profitable markets for the protein by-products of their filleting and steaking operations. Until a few years ago these by-products were regarded as waste by processors who sold them for conversion to fish meal. But the complex economics of conventional fish meal markets have changed dramatically. Now processors must pay for the disposal of these same by-products. Moreover, options for continued disposal are uncertain, not only in Maine but throughout New England. This introduces an unnecessary cost burden at a time when Maine processor markets are extremely competitive.

The Department and the Division have put a high priority, not only on the maintenance of existing options for disposal, but also upon the investigation and introduction of new processes and products to offset this new cost burden on Maine processors. Environmental compatibility of new processes and the market viability of new products are prime considerations in this effort. The Division has made a comprehensive assessment of all technological alternatives to fish meal production. It has participated in federal and regional initiatives to solve industry problems. It has worked closely with the Province of Nova Scotia and attended international symposiums to assess the applicability of new technologies to Maine's needs.

Currently the Division is evaluating the feasibility of a Maine processor business venture to produce a fish protein hydrolysate, which could serve as an amendment to farm animal rations, aquaculture feed, agricultural or home garden fertilizers, and a variety of other new product applications. This could restore by-product recovery as a profit center instead of an economic liability to Maine processors. The Division has also been closely involved with an agricultural waste composting project in which fish and shellfish by-products would be the nitrogen source.

Paralytic Shellfish Poison (PSP): State resources currently available to monitor PSP are not sufficient to avoid preventative closures of shellfish harvesting areas. This results in unnecessary disruption of production and employment in the softshell clam and mussel fisheries, and it deters development of an ocean quahog fishery in Maine. The Division has performed analyses which quantify the actual costs of PSP monitoring and the extent to which the current funding configuration detracts from other departmental programs. It has evaluated alternative means to fund the monitoring program at levels sufficient to minimize such disruption and to enable more orderly development of Maine's entire shellfishery. The Division formulated strategies, wrote grants, and prepared tax legislation to augment currently available resources in order to monitor more finite coastal areas and avoid unnecessary closures.

Production Quality Control and Market Quality Assurance: This Division has been extensively involved in the past two years with a groundfish harvesting production quality improvement program. Priorities for this program were determined by research performed by the Division as to the effects of various, new on-board fish handling procedures on final product quality. During this reporting period, the emphasis has shifted to two new areas: 1) an assessment of new technologies available for determining and assuring product shell life, and 2) reconciling the priorities and procedures of Maine's in-plant groundfish inspection program with those of the federal inspection program, when both programs are in effect in one plant.

Technology Assessment: The Division has responsibility for assessing any new technologies which reduce groundfish production costs, improve the industry's operating efficiencies, or provide opportunities for new product development and business diversification. The Division closely monitors technological developments in the Canadian, Alaskan, and Scandinavian groundfish industries. It has thoroughly studied the emergence of surimi-based products, not only as they affect the market position for Maine groundfish and shellfish products, but also, as to how they are labelled and represented to the Maine consumer. In this latter connection, the Division has rendered extensive technical assistance to the Maine Legislature which has promulgated laws regarding the labelling and representation to the public of products containing surimi.

Canadian Trade and the Portland Fish Pier: While these are basically separate issues, they both affect the economic viability of all sectors of Maine's groundfish industry. In many respects they are also overlapping issues. The Division has continued its on-going assessment of the linkages and impacts of the Maine-New England-Canadian groundfish trade. These assessments are factored into both Departmental, State, and Maine industry positions taken on these issues. Similarly the Division, having participated in the planning and development of the Portland Fish Exchange, continues to monitor how the Portland auction affects the development potential of Maine's groundfish industry.

Program, Proposal, and Legislative Reviews: The Division assists the Department and the industry in an on-going internal evaluation of all programs related to groundfish industry development. The Division also reviews proposals and legislation from State, Federal, and regional sources to determine their affect upon Maine's groundfishery. Among other legislation reviewed during this reporting period, the Division assisted the Commissioner and the industry in gauging the progress and reviewing the impact on Maine of Federal legislation to create Seafood Marketing Councils.

Marketing Division. The primary purpose of the Division of Marketing is to assist Maine's commercial fishing industry in the marketing of its seafood and other marine-related products, stimulating consumers in, and consumer consumption of, such products—both domestically and abroad. As required by statute, the Division of Marketing has the primary responsibility among state agencies for providing marketing assistance to the commercial fisheries. To meet this responsibility, the Division develops and implements programs designed to support and expand existing markets and to develop new markets for both traditional and under-utilized species. The purpose of such activities is to increase the sales of Maine marine products, thereby increasing income and employment at all levels of the commercial fishing industry.

The Division of Marketing was established administratively in 1957 through the authority vested in what was then the Department of Sea & Shore Fisheries. Clarification of the statutory authority for the Division's activities was included in the Act which created the present Department of Marine Resources in 1973. Inclusion of the Division in a new Bureau of Marine Development was accomplished in 1979. As responsibilities and duties increased, and as more extensive services were required by the commercial fishing industry, the Division has gradually expanded in order to meet these needs.

Marketing Data & Product Development: The Division provides a free directory to seafood buyers upon request called, "Directory of Maine Wholesale Processors and Dealers." This popular directory contains a listing of all licensed Maine wholesale seafood processors and dealers who care to be listed. The directory contains detailed data on each processor and dealer such as their complete address, telephone number, contact person, the products they process, and the products they are dealers of. This past year over forty-one hundred of these directories were given out at the Boston Seafood Show or mailed out to seafood buyers throughout the country. A bi-monthly "Marketing Memorandum" containing seafood leads and general market information was continued since it serves both the commercial fishing industry and seafood buyers who are looking for sources of supply. This memorandum provides potential sales opportunities worth millions of dollars. Besides domestic leads, the memorandum provides foreign leads obtained from the U.S. Department of Commerce—National Marine Fisheries Service. This has substantially increased the number of possible contacts for Maine's industry. The benefits of this are two-fold since foreign markets offer greater demand for under-utilized species in the U.S. and, in addition, offers the Maine industry an opportunity to contribute to efforts towards reducing the National balance of trade deficit.

Market Development: The Division continued its role in the development and implementation of the fresh groundfish market development program known to seafood buyers as the State of Maine Fresh Fish Program, and to consumers as "Certified Fresh Maine Fish" products. Our "Certified Fresh Maine Fish" seal means the fish, whether in a supermarket or restaurant, has been processed by plants inspected and certified by the State of Maine, under quality control regulations that set strict standards for the quality of fish accepted for processing. This seal assures the seafood buyer and the consumer that they are consistently purchasing high quality fresh fish processed in Maine. The Program consists of two basic components: (1) The Maine Fresh Groundfish Quality Control Program, (2) The "Certified Fresh Maine Fish" Marketing Program. The Division has the primary responsibilities for the latter.

The Division has slowly but soundly built its credibility with processors, distributors, and retail groups participating in this comprehensive Program. This past year the success of the State of Maine Fresh Fish Program was written up in the following publications: Modern Grocer, Supermarket News, Consumer Reports, Seafood Leader, Seafood Business, and Progressive Grocer. The U.S. General Accounting Office in Washington as well as Cable News Network (CNN) pointed to its success. This unique Program offers seafood manuals, seafood seminars to several levels of management, in-store training of retail personnel, point of purchase material, and follow-through spot check performance evaluations of retail stores.

Local Market Projects: In the fall of 1981, the Division implemented the "Certified Fresh Maine Fish" program into supermarkets in Maine. The Program has shown continual growth and in August of 1984 a restaurant/institution program was developed and implemented as part of the "Certified Fresh Maine Fish" program. The Division is now in the process of looking into ways of how to expand the Program in northern New England.

Domestic Distant Market Projects: The Bureau undertook the evaluation of a number of metropolitan markets. From this data, the Division introduced in February of 1983, the Program to a mid-west supermarket group. The Program did not show the growth we were looking for and in the spring of 1984, we decided to end the Program with the thirty-nine store chain for economic reasons. In February of 1985, the Division introduced the Program into a major chain in the Delaware Valley area. The seventy-three store chain has seen major increases in its seafood department sales which they attribute to our Program. Because of this success, we introduced the Program into a major chain (199 stores) in the metro New York area in February, 1986. The success we enjoyed in the Delaware Valley area has been repeated in the metro New York market area. Again, because of major increases in seafood sales this metro New York major chain has expanded the Program, and we now have over three hundred (300) stores participating. We are now looking in other possible market areas to expand the Program.

Maine Seafood: The Division is assisting Maine processors/dealers in introducing other Maine species such as mussels, shrimp, crabmeat, etc., to major market areas; since our "Certified Fresh Maine Fish" program has received nationwide recognition, seafood buyers who are looking for high quality seafood; immediately, think of Maine. We are capitalizing on these opportunities.

The Division has worked with the Maine World Trade Association on organizing a group of Maine seafood companies (7), to attend the ANUGA "87" Trade Show in Cologne, West Germany as part of the Seafood USA booths. We have also aided and cooperated with the Maine Fishermen's Wives Association, and assisted Maine Processors/dealers at a number of trade shows as well as having our own booth at the Boston Seafood Show.

Informational & Educational: The Division continues to develop point of purchase material such as new recipe pamphlets and cards, seafood posters, and information on seafood such as selection of quality seafood, proper storage and handling of fresh seafood, merchandising, and the preparation and cooking of seafood. This information assists the retailers as well as the consumer.

Seafood Promotional Material: Seafood information, recipe pamphlets, posters, and other necessary material is provided at numerous festivals, special events, Chamber of Commerce offices, etc., throughout the year. A total of 781,563 seafood recipe pamphlets, booklets, and posters were distributed during this past year.

Audio Visual Program: Our video, "From the Boat to the Table" continues to be very popular with retail store personnel as well as with consumers. Because of the high levels of interest, the Division is in the process of updating the video, "From the Boat to the Table," as well as producing a new video, "The Storage and Handling of Seafood."

Miscellaneous Activities: Other work, as required, was carried out, including numerous meetings with industry, state, and federal officials; preparations of reports, position papers, legislative briefs, etc.; cooperative work with state and federal agencies and the private sector; and activities involving a wide range of fisheries problems.

Industry Services Division. This Division was established within the Bureau of Marine Development to consolidate Department functions that are industry and resource oriented but do not emphasize research. Activities include the practical application of research findings, interagency coordination, shellfish sanitation, marine resource management, regulatory functions and development, and education activities.

Environmental impacts are reviewed and advisory comments and observations processed for state and federal licensing agencies for the following: wetlands and streams alterations, waste discharge applications, highway construction proposals, rivers and harbors maintenance projects, port development, hydroelectric projects and petroleum development in both the offshore and coastal areas.

Shellfish Management: There are 101 towns on the Maine Coast where clams can be found in their flats in varied quantities, sixty-nine with significant uncontaminated soft clam habitat. Forty-three towns have conservation programs and ordinances approved by DMR as mandated by state statute. The towns may determine residency requirements and regulate the numbers of harvesters, time, area and the amount and size of clams harvested. DMR's four resources scientists work with shellfish committees, town officials, diggers, dealers and other concerned residents to develop shellfish management plans and ordinances to implement the programs.

Area biologists work with the towns in conducting clam population surveys, training personnel, and evaluating data gathered by town employees, students or others aiding the towns. The most effective and productive management methods used by towns in carrying out management programs have been the closing and opening, or rotation, of clam flats based on survey findings, and limiting the destruction of small clams by selectively controlling digging pressure.

Meetings are held with individual towns and groups of towns in planning and implementing conservation programs.

Area Biologists: Area biologists review each application for marine wetlands alteration, construction and dredging activity to be licensed by the Land Bureau of the Maine Department of Environmental Protection. The Bureau considers the effect of such projects on productive marine marsh and intertidal areas with populations both of commercial significance, such as clams, mussels and marine worms, and those that contribute in a more general way to the productivity of the coastal ecosystems.

Similarly, the area biologists inform the Water Bureau of the Maine DEP of the impact proposed licensed wastewater discharges may have for shellfish populations and anadromous fish runs. The Water Bureau is cooperating with DMR in halting unnecessary waste discharge proliferation and in advancing pollution abatement to preserve and recover for general utilization those portions of the marine resources subject to the deleterious effects of water contamination.

The collection of shellfish and water samples are made for the analysis of bacteriological quality as a part of the Shellfish Sanitation Program. During warmer periods of the year major assistance is given to the department's monitoring program to determine if clams, mussels, oysters, quahogs, and carnivorous whelks are being contaminated by poisonous marine plants, and if areas should be closed to harvesting. Lobsters, crabs, scallops and finfish are never included in such closures.

Consultation-type services are supplied to contractors and engineers planning projects that may have environmental impacts in the marine area.

Clam Reseeding Program: The Department of Marine Resources has developed a program to enable municipalities to better manage their flats. The primary objective of the program is to move seed clams from areas of poor growth to areas more suitable for the development, thereby maximizing the available resource.

During 1986 a floating hydraulic dredge developed for DMR was employed in the Brunswick area for the third year. The areas harvested had dense concentrations of two to three-year-old soft shell clams.

There are a number of limitations on how and when the dredge can be used; however, transplanting seed clams can be a productive management measure for municipalities with shellfish conservation programs.

Marine Education: This is a continuing activity designed to provide students, teachers and the general public access to valid, current marine resource information.

Curriculum enrichment programs and materials, teacher workshops and in-service activities, field trips and in-classroom demonstration programs were used to increase the marine education activities in Maine schools, K-adult. Preparation and distribution of supplemental curriculum materials, slide shows and video programs were also part of current activities.

Curriculum consultation work with several schools has resulted in redirection of their science programs, placing increasing emphasis on the local marine environment and its resources. As part of this re-orientation, in-service courses and teacher in-service workshops have been conducted. These programs were specifically designed to emphasize the local marine environment, the fisheries and the fisheries management in the area. The teachers were encouraged to develop the field skills necessary to place the students in an active learning environment when utilizing the marine resources available within the area, building upon the students first-hand experience with the marine environment.

Summer courses provided teachers with the opportunity to study the estuarine environments found in central Maine and to learn field trip skills necessary to make the study of these environments meaningful. A second course studied the intertidal marine life found along the coast and the techniques for such studies.

Consumer education programs were presented to a wide variety of groups particularly those who use lots of fish—elderly, sports and health people. These programs emphasized the nutritional benefits of fish in the diet as well as how to buy, handle and prepare high quality fish. The vocational food programs throughout the state utilized many of the consumer education materials in their courses; thus, further influencing the use of fish in the diet. Cooperative efforts with the Cooperative Extension Service resulted in several in-depth consumer sessions on the use of fish and shellfish to a variety of potential user groups.

Programs that provide first-hand experiences in the area of marine studies, consumer education and marine biology were the most popular. A total of 24,937 students, 1,569 teachers, and 1,353 adults participated in formal programs. Approximately another 1,000 teachers were involved in non-formal programs.

A federal grant was obtained through the Wallop-Breaux Funds for recreational fisheries to develop materials dealing with the near shore marine environment and its utilization. These funds are being used to develop curriculum materials, teacher resource information, slide shows and videos of this valuable area, in addition to several teacher development projects.

Seafood Quality Management Services: This is a continuing activity that provides technical assistance, consulting services, quality evaluation and inspection services to the seafood industry. Two distinct programs were in force during 1986. First, the Shellfish Sanitation Program which provides standards for the handling and processing of shellfish by wholesale dealers. The applicable regulations follow guidelines developed by the tripartite Interstate Shellfish Sanitation Conference, which is made up of representatives from state and federal agencies and the shellfish industry. Second, the Maine Groundfish Quality Control Program provides a voluntary fresh groundfish inspection service to Maine processors.

The Shellfish Sanitation Program serves as an important control point in the link between the harvester and the consumer. Staff responsibilities include evaluation and certification of wholesale shellfish dealers. In addition, the staff monitors the operation of privately operated depuration plants designed to cleanse shellfish from moderately polluted areas. Samples of shellfish are routinely collected from wholesale dealers to further check their acceptability. The Department cooperates with other state and federal agencies in this program.

The Maine Groundfish Quality Control Program has served to further the efforts of the Department to improve the quality of fish landed or processed in the state through an active inspection program and numerous quality control projects. Many Maine fresh groundfish processors participated in this voluntary inspection program during 1986 and were, therefore, able to take advantage of the Department's marketing of "certified fresh" Maine fish.

Staff members continue to work with industry and other government agencies to provide information on seafood quality control, and for the protection of public health.

Classification of Shellfish Growing Areas: As part of the agreement Maine has with the Interstate Shellfish Sanitation Conference and the Food and Drug Administration, the sanitation of areas from which shellfish are harvested have to meet standards recognized internationally to permit interstate shipment of shellfish. A staff of four utilizing our facilities at the Boothbay Harbor Laboratory analyze shellfish and water samples from the length of the coast on a regular basis. In addition to routine samples, four other marine resource scientists and the area biologists deliver samples from their respective sections primarily in efforts to upgrade the classification of areas presently closed to clam harvest. Over 3,000 samples were processed by the laboratory in 1986. The criteria for evaluating growing areas were increased by the ISSC in January. The laboratory has secured a computer to facilitate growing area data processing and temporarily increased the manpower by borrowing two scientists from other shellfish related projects to meet the demand for increased surveillance of harvest area water quality.

Pollution Abatement of Shellfishing Areas: In cooperation with the Department of Environmental Protection, we are working on State Assistance for Small Communities, which administers two programs to build waste water treatment facilities.

One program, "The Construction Grants Program," provides major funding utilizing federal monies for large metropolitan sewage treatment needs.

The second program concentrates on small communities which have serious pollution problems. Funding was provided by the 110th Legislature when "An Act to Enable the State of Maine to Fund Waste Water Treatment Systems in the Event Federal Funds Are Not Included or Limited in Future Federal Budgets" was passed. This legislation accomplished two things: (1) it allowed the DEP to make a state grant without the requirement of an approved federal grant in place; and (2) it allowed the DEP to pay up to 90% state funding for small community pollution abatement construction programs that do not exceed $100,000 construction costs per any one project per year, so long as total expenditures for such small projects do not exceed $1,000,000 for each fiscal year, and not more than one grant is made to any applicant each year.

Selection of sites for this program is, in part, the responsibility of the Department of Marine Resources, which prioritizes areas where abatement should be implemented under Category 2 "Shellfishery Protection."

This priority, second only to "Water Supply Protection," denotes that the project will eliminate a source of contamination that is partially or wholly responsible for a shellfishing area being presently closed.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	696,903	693,447	3,456			
Health Benefits	38,066	37,886	180			
Retirement	120,026	119,427	599			
Other Fringe Benefits	3,593	3,554	39			
Other Contractual Service	228,455	209,164	19,291			
Rents	1,447	1,447				
Commodities	32,539	18,151	14,388			
Grants—Subsidies—Pensions	384	384				
Equipment	57,203	32,756	24,447			
Interest—Debt Retirement	48	48				
Transfers to Other Funds	828		828			
TOTAL EXPENDITURES	1,179,492	1,116,264	63,228			

BUREAU OF MARINE PATROL

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PERLEY M. SPRAGUE, Major

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Established: 1978

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188P; *Citation:* 12 M.R.S.A., Sect. 6025

PURPOSE: The Bureau of Marine Patrol, formerly known as the Coastal Warden Service, is one of the oldest law enforcement agencies in the State and was established to protect, manage and conserve the renewable marine resources within the territorial limits of the State of Maine. Over the years the Legislature has expanded the areas of responsibility to the enforcement of other laws and regulations of the State of Maine. Personnel are authorized to enforce all laws of the State of Maine with primary emphasis on marine resources, the protection of life and property, and to arrest and prosecute all violators and serve all processes pertaining to those laws and regulations.

ORGANIZATION: The Wardens Service, so named in 1947, were originally established as Fish Wardens in 1843, and were appointed by the Governor and Council until 1917 when the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries (renamed Commissioner of Marine Resources in 1973). The Bureau has been an integral segment of the Department throughout its existence.

PROGRAM: Within the span of two decades the scope of the Bureau's responsibilities have been widened to include many new areas of activity which fall outside the traditional needs of the fishing industry and the marine environment.

Some of the areas of responsibility of the Bureau include, under Federal laws, the Bluefin Tuna Act, Marine Mammals Protection Act, Endangered Species Act, Extended Fisheries Jurisdiction Management and Conservation Act (200-mile limit), cooperation with the Federal Drug Enforcement Agency, and work with U.S. Customs Agency, U.S. Secret Service, the F.B.I., Alcohol, Tobacco and Firearms Agency, Immigration and Naturalization Service, U.S. Coast Guard, National Marine Fisheries Service, and the Food and Drug Administration. Under State law, other enforcement responsibilities include criminal law activities, Boating Registration and Safety laws, search and rescue, environmental laws such as the Wetlands Control Act, Litter laws, Land Use regulations, and the Pesticide Control Act. Also included in Bureau of Marine Patrol responsibility is the Tri-State Shrimp Regulation promulgated by Maine, New Hampshire and Massachusetts under the authority of the Atlantic States Marine Fisheries Commission. Traditionally, the Department of Marine Resources' law enforcement officers have worked cooperatively with all other State, County and Municipal law enforcement agencies. Bureau of Marine Patrol personnel will continue to work closely with the U.S. Coast Guard and other law enforcement agencies at the local, state and federal level.

The Bureau of Marine Patrol uses military rank which is a standard part of other law enforcement agencies. This provides for better organizational structure, more efficient chain of command, span of control, and scope of supervision as well as improvement of management capabilities. The Bureau of Marine Patrol consists of the Chief, who is responsible for administration and management; a Major, who is Field Commander and Assistant to the Chief. The State is divided into three field Divisions with a Lieutenant in charge of each Division. Each Division is divided into two sections with a Sergeant in charge of four to seven men. They are the first line supervisory personnel and also carry out special investigations and assignments. The Bureau operates a Cessna 180 seaplane for enforcement patrol, surveillance and search and rescue missions and also a fleet of 19′-22′ and 35′-44′ inboard and outboard powered patrol boats strategically located along the coast of Maine.

Volunteer Marine Patrol Officer. This is limited conservation work in the Bureau of Marine Patrol.

This personnel is assigned to work with and under the immediate supervision of Marine Patrol personnel and to provide assistance to the Marine Patrol Officer. Good physical condition is essential in performing the duties efficiently since most of his time is spent out-of-doors under varied climatic conditions.

The most important aspect of this job is in assisting in the enforcement of Marine Resources Laws.

Marine Patrol Officer Program. New Marine Patrol Officers are assigned to work with an experienced Officer for a period of 3-6 months for indoctrination and a probation period after which they are sent to the Maine Criminal Justice Academy at Waterville for a 12 week Basic Law Enforcement Course. This is followed by an intensive 3-6 week training session at our Research Station at Boothbay Harbor in Department of Marine Resources laws and other Department functions. This part of the training also includes boating safety and boarding techniques. The Officer then starts to work alone, being assisted by the adjacent Officer and the Sergeant. In-service training seminars are provided during the year for all Marine Patrol Officers.

PUBLICATIONS:

A pamphlet containing marine resource laws is published bi-annually following adjournment of the first regular session of each Legislature.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE PATROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,252,042	1,204,578	47,464			
Health Benefits	71,111	68,698	2,413			
Retirement	373,310	359,209	14,101			
Other Fringe Benefits	19,625	19,462	163			
Computer Services—State	355	355				
Other Contractual Service	305,335	305,335				
Rents	7,772	7,772				
Commodities	49,481	49,481				
Grants—Subsidies—Pensions	2,139	2,139				
Equipment	207,632	197,132	10,500			
Interest—Debt Retirement	9	9				
Transfers to Other Funds	1,452		1,452			
TOTAL EXPENDITURES	2,290,263	2,214,170	76,093			

BUREAU OF MARINE SCIENCES

VACANT, DIRECTOR

Central Office: McKown Point, West Boothbay Hbr., Maine 04575 *Telephone:* 633-5572
Mail Address: McKown Point, West Boothbay Harbor, Maine 04575

Established: 1946

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188S; *Citation:* 12 M.R.S.A., Sect. 6021

PURPOSE: The Bureau of Marine Sciences was established to provide a scientific basis for the rational use of the marine and estuarine resources of the State of Maine. The primary responsibilities of the Bureau are to conduct and sponsor scientific research, to develop management programs for the marine and estuarine species under the jurisdiction of the state; provide advisory services to agencies of state, federal and local government; provide information and technical assistance to all segments of Maine's commercial and recreational fishing industry; and to provide information and education services to the public.

ORGANIZATION: The Bureau of Marine Sciences was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine. The Bureau incorporates a number of research programs and has been organized into three divisions: Administration and Support, Population Ecology and Resource Services.

PROGRAM:

Administration and Support Division.

FACILITIES: The Division of Administration and Support is the support group for the Department's Fisheries Research Laboratory located on McKown Point in Boothbay Harbor. The laboratory is the only major fisheries research laboratory in the United States that is located on the Gulf of Maine. The laboratory complex consists of 17 buildings situated at the tip of a peninsula. Facilities include two piers, two running seawater systems, and a number of research vessels. Wet lab facilities include adequate tank space for research on a wide variety of boreal plants and animals. A SCUBA team of nine works with various projects as needed.

The Laboratory has an aquarium that is open to the public and features displays of marine fish and invertebrates of the Maine coast; a hands-on tide pool and a seal pool are aquarium features enjoyed by visitors and are great favorites with visiting school groups. There is a small, but specialized, library with more than 2,000 books and monographs and approximately 500 serial titles. One section of the library is devoted to information on fishing gear, gear technology, and fisheries production and is available to the fishing industry. The fishermen's lending library operates by mail and is a part of the communication and education work of the Department. There are two conference rooms used frequently for meetings related either to management of fisheries or to research of significance to the scientific community, both locally and internationally.

Other facilities include a vehicle motor pool, with carpentry and machine shops for servicing, fabrication, and the repair and maintenance of boats, vehicles, and marine engines. The laboratory is equipped with computer terminals linked to the University of Maine's IBM 370 computer. There are a large array of software programs and four terminals including CRT interactive terminals, a high speed printer, disc storage, and plotting equipment. A large proportion of the research programs at the laboratory utilize the computer equipment and there is an ongoing computer training program for all of the staff. A word processor and operator are available to serve Bureau needs.

DIRECTOR'S OFFICE: This office facilitates the research operations and studies of the laboratory. These operations and studies involved various aspects of the population dynamics of fishes and shellfishes which were significant to fisheries and to the public. Various anticipations of recruitment to fisheries and evaluations of the status of commercial fish stocks were made available to the fishermen and the fishing industry. Environmental effects on important fish and shellfish species were examined through environmental physiology and environmental monitoring. The public benefited from the monitoring of paralytic shellfish poisoning along the Maine coast and the aquaculture industry received protection for its stocks through our research in pathology. An understanding of the biological and physical mechanisms, determining our collective findings in research, were attempted through modeling of the Gulf of Maine ecosystem. Research in oil pollution, herring statistics, commercial groundfish sampling and larval groundfish reached fruition during the year.

AQUARIUM: The public aquarium in Boothbay Harbor enjoyed a successful season, with the electronic counter registering 105,065 visitors. In spite of increasing difficulty in obtaining seal pups for the summer, two were on display from July 9 to September 2. Approximately 916 school children utilized the facility as part of organized tours. The new shark tank was extremely popular with young and old alike.

Besides the live displays and interpretive material, the aquarium has public restrooms, picnic tables, benches and a spectacular view. It is open from late May to mid-October, 8-5 Monday through Friday and 9-5 weekends and holidays.

Population Ecology Division.

LOBSTER RESEARCH:

Sampling the Catch: Recognizing the economic importance of Maine's nearshore lobster fishery and the attendant need to have current resource information for assessment purposes, we have continued to gather detailed catch and effort information by means of our commercial port sampling program which has been on-going since August 1966. During 1986 our sampling team collected data from 212 lobster boats landing catches at 44 randomly selected dealers located from Kittery east to Bucks Harbor. The total catch sampled weighed about 12 tons and was comprised of 19,265 lobsters worth $54,371.33 (ex-vessel price). Following are some findings from the survey:

1. the 1986 catch-per-unit effort values of .63 lbs./trap-haul and .17 lbs./trap-haul-set-over-day are, overall, similar to the 1985 CPUE values, thus 1986 landings should approximate 20 million lbs:
2. measured lobsters had an average carapace length of 88.6 mm (3½ in.) and weight of 546 g (1.2 lbs.) which is almost identical to 1985 sizes;
3. 1986 prices/lb. averaged $3.10 for hardshells, $2.22 for softshells, and $2.00 for culls; which represents a 5-10% increase except for culls which were 5% cheaper;

Throughout the second year of our sea-sampling program, which is intended to complement the port survey with data on that portion of the catch discarded at sea, we rode aboard lobster boats fishing at the ports of Cape Porpoise, Boothbay Harbor, Tenants Harbor, and Machiasport. In 25 trips taken on monthly intervals from May through November 1986 we measured/ sexed 5,029 (37.6%) of 13,379 lobsters caught in 5,496 trap-hauls. Legal-sized lobsters weighed a total of 4,692 lbs. (average weight of 1.14 lbs.) and number 4,114 yielding a throwback ratio of 1.90 to 1 (shorts: legals). Of 193 ovigerous females, 30.6% were not v-notched while only 19.4% of all v-notched lobsters were ovigerous. A total of 556 non-berried v-notched females were caught. The cull incidence was markedly lower for legals (17.7%) than sublegals (24.8%).

Tagging: In addition to the dockside and at-sea surveys, we have continued our juvenile lobster tagging studies in the Boothbay Region. Since 1979, we have tagged a total of 10,784 lobsters with persistent back tags, while in 1986 we tagged 2,139 (≧25<81 mm CL) and 174 [<25 mm CL (one year old)] lobsters with back and microwire tags, respectively. To date, commercial fishermen have reported 641 legal-sized recaptures (67 returns in 1986), whereas research collections with traps, divers, and intertidal hand-gathering have accounted for 1,824 different recaptures (266 in 1986).

Supporting Activities: Additional activities of the Lobster Research Program personnel have included:

1. developing sampling techniques for the capture of larval lobsters in the wild;
2. writing a book chapter on the topic of performance and selectivity of crustacean trap fisheries;
3. reviewing scientific papers for various journals;
4. providing scientific advice to members of the Marine Resources Committee, reproposed minimum size increases;
5. investigating the practicality and feasibility of an aerial survey to estimate the number and distribution of lobster traps within a defined area;
6. furnishing information and advice to industry members regarding lobster diseases, shipment and storage, establishing new seawater systems and trouble-shooting existing systems;
7. assisting with the study design and the coastwide procurement of crabs and lobsters for heavy metal analyses;
8. discussing various aspects of marine biology and lobster research findings/management with school groups, interested public, fishing industry members, and the news media; and
9. collecting and assessing incidental crab data to augment a limited data base upon which future management decisions might be considered.

TRANSBOUNDARY HERRING: In 1986 the Maine Department of Marine Resources (DMR) and the Canadian Department of Fisheries and Oceans (DFO) began a cooperative investigation of the Atlantic herring resource in eastern Maine and southwest New Brunswick, a resource which is transboundary in nature and one that, despite a declining catch, is still the major source of raw material to the sardine industries of both the U.S. and Canada. Our major objective for the first year of a three-year study was to evaluate the resource relative to spawning grounds, spawning production and dispersal of larvae from spawning beds. Therefore, the first year of the project was largely devoted to three larval surveys which were conducted during September and October over a 55-station grid from Mt. Desert Island to St. John, New Brunswick and along the coastal shelf out to about the 100M isobath. We used the Canadian research vessel J.L. HART and a scientific party comprised of DFO/DMR personnel. The three surveys enabled us to define the Herring Age and Growth. This project is partially funded under a grant from the National Marine Fisheries Service, Woods Hole, Massachusetts, since the research is of concern to both the state and the federal government in their attempts to understand and manage the herring resource.

Age and growth involves biological monitoring of all commercial herring catches in New England, and processing of samples from cruises conducted by the Northeast Fisheries Center. Samples are processed for lengths, weights, sex and stage of maturity, gonad weight and age composition. In addition, right pectoral fin ray counts are done on some research cruise samples, to aid in stock discrimination work. All data are sent directly to NMFS, Woods Hole, for key-punching and storage on their computer. The State of Maine keeps copies of the data for use in management decisions, and also eventually receives biostatistical computer runs giving the age composition of the catch in tons and numbers of fish, and copies of the computer tape containing the sample data. The combination of information from the commercial catches and the cruises forms the basis for the NMFS herring assessment.

A research paper entitled "An Investigation into the Usefulness of Parasites as Tags for Herring (*Clupea harengus*) Stocks in the Western North Atlantic, with Emphasis on Use of the Larvel Nematode *Anisakis simplex*" was published in the Journal of Northwest Atlantic Fishery Science, Vol. 7. Another paper entitled "The Myxosporidian *Kudoa clupeidae* as an Indicator of Movement in Juvenile Atlantic Herring (*Clupea harengus* L.) in the Gulf of Maine" is about ready to be submitted to a journal.

The DMR's involvement in the collection of herring catch and effort statistics has ended. This project is now handled by the National Marine Fisheries Service Statistical Office in Portland, Maine. However, A DMR Research Reference Document 83/6 entitled Herring Fishery Catch and Catch at Age Data was produced as a joint effort of the two organizations.

In addition to the above work on herring biology, the project leader is designated as the DMR's principal industry contact for herring management purposes; monitors the herring gonad somatic index to implement yearly spawning closures in three areas along the Maine coast; writes the Maine herring management plan and/or regulations; attends assessment and management meetings and hearings; produces the monthly DMR news page in Commercial Fisheries News; serves as chairman of the DMR library committee, with special emphasis on the Fishermen's Library which is open to the public; acts as administrator of the DMR public aquarium and coordinator of school and group tours; produces a yearly information display for the Fishermen's Forum in Rockport, Maine; has taken over the duties involved in the spotter pilot brit herring survey; and coordinates DMR efforts in the Marine Mammal Stranding Network, on both dead and stranded seals, porpoises, etc.

HERRING RECRUITMENT AND ASSESSMENT:

Forecasting Recruitment: Forecasting is based on identifying population characteristics of a given larval year class, noting when these characteristics occurred for previous year classes, and using recruitment from these previous year classes to form a forecast (a year class includes all those larvae hatched in the same year, usually in autumn; a cohort contains larvae hatched about the same time, in weeks; recruitment occurs when fish grow large enough to be captured and marketed by the fishery). The characteristics of the 1984 year class resembled those of the 1978 year class. Using the production of this previous year class, we selected as our forecast for the 1986 fishery a harvest of 9,000 MT and 222 million herring (age 2, favored for canning). This forecast is made with a reservation. Prior to 1983 it was not feasible to investigate the ages of larval cohorts that survived into the spring. Such an investigation was accomplished in recent years by aging the tiny larvae from the rings on their ear bones (as from rings on the trunk of a tree). Thus, it is not known whether an unusually high mortality for some larval cohorts of the 1984 year class prior to spring is an unusually new event or it is recurrent. If new, it would not be characteristic of the previous year classes and our choice of the 1978 year class would not fulfill the necessary assumptions and would be invalid. For this reason, we were unable to forecast by tonnage and number the fishery for 1985, but suggested that it would be very "good." The "good" fishery did not materialize for the age 2 herring, and the harvest was relatively low for all ages. Possibly, the behavior of the herring made it unavailable to the fishery gear. If so, their harvest as 3-year-old fish in the 1986 fishery might be relatively high. In those years (7) when assumptions were met, our forecasts have had a high efficiency (77% of the harvest).

Assessment: No attempt is made to estimate the relative size of the spawning populations along the Maine coast. Rather, a vigil is kept concerning possible extreme fluctuations indicated by unusual changes in larval production. It is assumed that the general low in larval production begun in 1978 reflects a marked decrease in spawners which was maintained during 1984 and 1985.

Resume' of Research: Our research results suggest that recruitment occurs early in the life history of the herring and that often the component governing successful recruitment is the larval cohort. A recent publication of this project examined the growth, mortality, and transport (by currents) of larval cohorts in the autumn from the coastal spawning grounds to their inshore nursery grounds where they overwinter and metamorphose into juveniles by late spring. This information provided a greater understanding of larval events pertinent to our forecasts of recruitment. Recruitment of age 2 herring to the Maine sardine fishery depends upon their survival through a series of life history events which may be critical either individually or through their interaction. Short term (< 10 yr.) management may be effective when based on an event(s) that is critical, but long term management (> 10 yr.) requires a knowledge of events for all life history stages (egg-adult). A Sea Grant study of the egg beds and their resultant larvae in eastern Maine was continued as a cooperative effort of DMR/UMO and the Bigelow Laboratory. Results of this study, when combined with the data routinely collected by project personnel, permitted us to continue to improve our accuracy in determining spawning dates from daily rings on the ear bones (otoliths) of larval herring. This information is used by managers for establishing the dates of spawning closures.

ENVIRONMENTAL PHYSIOLOGY: A number of projects are currently underway, all designed to elucidate the effects of environmental parameters on the ecology and physiology of commercially important invertebrates in the Gulf of Maine. Some of these projects are continuing studies, others are short term investigations designed to answer specific inquiries.

Northern shrimp, Pandalus borealis: Studies are continuing on the energetics of larval shrimp development and include measurements of metabolic requirements, growth rates and chemical composition of all stages of development. These data will be integrated with our field data on food availability and temperature fluctuations in the Gulf of Maine. The results of this study will provide an understanding of energy flow through shrimp populations and will further our goal of being able to predict shrimp stock size in the Gulf of Maine. A collaborative study is underway with Louisiana State University on the role of *P. borealis* as an intermediate host of parasites.

Red Tide, Protogonyaulax tamarensis: The study to determine the effects of toxic dinoflagellates on bivalve molluscs is continuing. This study has included the measurement of differential feeding rates, ingestion and digestion rates and egestion in 12 species of bivalve molluscs, as well as studies on oxygen consumption, shell valve activity and heart rate. Our experiments have shown quite conclusively that molluscan responses to the presence of *P. tamarensis* are species-specific and include the following: shell valve activity alteration; oxygen consumption rates increase/decrease; heart rates become erratic; byssus production in mussels is reduced and filtration rates were altered. This work has been presented at the National Shellfisheries Association annual meeting and has resulted in a total of publications. A special symposium on the role of toxic algal blooms in shellfish biology has been organized as a part of the next National Shellfisheries meeting and will be published as a special volume of the Journal of Shellfish Research. This project is being funded by the National Coastal Research and Development Institute.

Scallops, Placopecten magellanicus: The seasonal changes in energy reserves and metabolic rates in the scallop are still being investigated in an effort to determine the factors responsible for the differences observed between 'inshore' and 'offshore' scallop populations. In all measures of comparative size between inshore and offshore animals, the inshore scallops prove to be significantly more robust. In addition, we have just completed a one-year study of the reproductive capacity of these two populations in collaboration with Rutgers University. Data are currently being collected on the levels of glycogen, lipid and protein levels of these two populations. The work is aimed at construction of a complete energy budget for both populations in an attempt to isolate those factors responsible for the already observed differences between the groups. In addition, a collaborative effort is underway with Dalhousie University to study the effect of currents on scallops and the possible role of these currents in dispersal. Results of these studies have been presented at the International Pectinid Workshop, The International Malacological Congress, the National Shellfisheries Association, and at several universities and fisheries laboratories as seminars. The next International Pectinid Workshop (1989) will be held in Portland, Maine. The work has resulted in 3 publications and several others are currently in preparation. In addition, work is continuing on a comprehensive bibliography and a synopsis of the available data on the species.

Polyploidy in shellfish: The study of induced polyploidy in shellfish is continuing in collaboration with the University of Maine. We have been able to establish a number of polypoid shellfish stocks and we are now continuing with the study of energy utilization in these animals. This project is funded through Sea Grant and has resulted in 2 publications with 2 others in preparation. Results of this study have been presented at the National Shellfisheries Association annual meeting.

Mussels, Mytilus edulis: A collaborative study is underway with the Great Eastern Mussel Farms to study the physical and biological characteristics of grow-out areas. Experiments are currently underway designed to elucidate factors responsible for differential growth rates observed between grow-out areas, i.e., the role of particle concentration and depletion on these growth rates. This work is funded through the National Science Foundation.

MARINE WORM RESEARCH: The objectives of this program are to understand the biology, ecology and population dynamics of Maine's two commercially harvested baitworms, the sandworm, *Nereis virens*, and the bloodworm, *Glycera dibranchiata*, in order to successfully manage this multimillion dollar resource.

The marine worm program's activities for the preceding year can be divided in the following categories: 1) industry requests, problems and concerns; 2) resource data collection; and 3) studies of the life history, ecology, anatomy and physiology of the bloodworm, *Glycera dibranchiata*.

Various industry requests and concerns were addressed during this year. One, which was of particular concern to sandworm diggers, was what effect mussel dragging has on adjacent sandworm areas. Monies were provided by the State Planning Office to examine what effects, either beneficial or detrimental, mussel dragging has on the sediment and the surrounding worm populations. The study site, which is sampled on a monthly basis, is located on Deer Isle. Sediment and biota samples are collected from control and dragged areas with the appropriate comparisons made.

Another issue which has repeatedly surfaced since the inception of the marine worm program 20 years ago is a minimum size requirement for bloodworms as a means of conservation. Certain industry members feel a great need for such measures while others see this as a waste of time. The possibility of employing size restrictions have been extensively examined numerous times with negative results. For soft-bodied organisms such as these it is almost impossible to set and enforce standards since length and weight are salinity dependent. The reproductive strategy of the bloodworm and sandworm must also be considered in management plans of these species. Basically, the worms reach a certain age at which they become sexually mature, spawn and die. Neither species spawn more than once, therefore regardless of size if a worm is harvested prior to spawning, which it must for a marketable product, it cannot provide new recruits to the community. Theoretically, the size at which the worm is harvested is unimportant for once it i removed from the population it cannot reproduce. Before any conservation measures can b employed, migration and movement need to be studied and understood.

Marine worm landings data are continually updated as well as the marine worm dealer list. This list is of use when people contact the DMR regarding where they may purchase worms.

Studies conducted over the past year include the following:

A series of screened and semi-screened enclosures were placed in the Wiscasset closed area to determine mortality rates and examine the vertical and horizontal movement of bloodworms within the sediments and the overlying waters.

A study area located in Montsweag Bay, Wiscasset has been placed off limits to commercial harvesting by the DMR. This area will be used to examine 1) seasonal and annual growth rates, 2) mortality estimates, 3) behavior (i.e., winter migration, movement) of the bloodworm as well as collect baseline chemical and physical data from a productive *G. dibranchiata* mudflat. Binary coded microwire tags, which are injected in the worm's body cavity, are to be employed to investigate the first three objectives. This study will commence when funds become available.

In an attempt to better understand the metabolic needs of the bloodworm, studies have been conducted on its feeding habits, respiration rates and the excretory products produced. These data provide information to the overall picture of what makes a productive bloodworm flat.

Feeding studies have been conducted to determine what feeding mode *Glycera* utilizes as well as what it feeds upon. Sediment samples from a productive bloodworm flat were collected, sieved and the remaining organisms identified. This was done to establish what was available for the bloodworm to eat. Gut contents and the contents of regurgitated sacks were examined for undigested remains. Clarification of the feeding behavior of the bloodworm is necessary for the possible expansion of commercially productive bloodworm areas. The marine worm industry has expressed considerable interest in restocking once commercially viable intertidal regions. If appropriate food items are not available at the transplant site, the bloodworms may migrate from the area thus wasting time and resources. Knowledge of the dietary habits of bloodworms would enable managers to identify likely habitats and possible transplant sites for future cultivation.

Respiration rates for *Glycera* have been calculated at 20 °C, 15 °C, 10 °C and 2-4 °C. Oxygen consumption rates derived from this work was converted to calories for further calculations. Excretory products are being determined, i.e., what is being put out and in what form.

Manuscripts are presently being prepared from the results of the feeding, respiration and excretion work and will be submitted to peer review journals.

Extensive literature reviews were conducted during the past year to keep abreast of all present polychaete research. Numerous public inquiries about the worm industry and how it functions have been responded to as well as talks to student and other groups on these topics.

During the upcoming year proposals will be written to fund tagging projects. Research will continue and be completed on the areas discussed above.

ALEWIVES: This research project was terminated in the fall of 1985 although data analyses continued through 1986. Field research was continued through 1986 with an ad hoc project and volunteer help. Preliminary evaluation of the 1986 data indicates a precise correspondence with an alewife reproduction model developed from data collected from 1977 through 1985. A population model describing the dynamics of anadromous alewife populations in the Gulf of Maine cannot be completed until age structure and harvest data for spawning runs through 1995 are evaluated. A major component of the population model has been completed, that being the relationship between spawning stock and the production of juveniles. This relationship is significant since, when combined with information from other research studies, it defines some fundamental precepts for alewife management strategies:

1. The long term average size of an alewife stock is positively correlated with the area of spawning and nursery habitat. (Large watersheds have large alewife stocks.)
2. In newly established, or re-established, alewife stocks in which spawning stock size is below the carrying capacity of the spawning and nursery habitat (in terms of juvenile alewife biomass) there is a positive correlation between spawning stock abundance and the numbers of juvenile alewives produced. (Small alewife stocks tend to increase in size until they match the carrying capacity of the spawning and nursery habitat.)
3. In established alewife stocks that have achieved a stable age structure and have escapement levels of approximately 25 spawning adults per surface acre of spawning and nursery habitat there is no correlation between abundance of spawners and the numbers of juvenile alewives produced. The reproduction curve is asymptotic. (For established stocks matching the productive capacity of the watersheds in which they spawn, increases in the numbers of spawning fish entering the lakes will not result in increases in the numbers of offspring.)

Preliminary data from the long term Damariscotta Lake alewife research study suggest that increases in the numbers of spawning fish that exceed the average carrying capacity of the watershed for production of juvenile alewife biomass serve only to reduce the average size of the emigrating juveniles and may reduce their survival to first reproduction. This clearly suggests that overstocking an alewife spawning run is counterproductive and may reduce abundance in the long term.

SOFT-SHELLED CLAM RESEARCH: A Maine Department of Marine Resources joint research/management program has been continued by the Industry Services Division (Bureau of Marine Development) and the Population Ecology Division (Bureau of Marine Sciences). The purpose of this program is to coordinate, design, implement, analyze and document research studies which will assist area biologists and management personnel in clam *(Mya arenaria)* management issues.

A study involving the landings of soft-shelled clams harvested from a depuration area in Machiasport, Maine (which has been closed to all digging for at least 25 years) has been completed. The area produced 1,226 bushels and the overall mean breakage was 4.75%/tide with a range of 1.59% to 18.75%. Value/bushel varied between $16.00 and $46.00 and the total landed value was approximately $40,000.00 to the diggers. The mean clam length varied between 59.03 mm and 72.57 mm (mean 66.63 mm) and a direct curvilinear relationship exists between the actual lowtide height above or below mean low water mark and mean clam length. Diggers dug clams at a mean catch/effort rate of 64.99 lbs./hr. dug and they dug and picked clams at a mean catch/effort rate of 108.63 lbs. dug and picked/hour. The results of this study are being prepared for publication.

A method for surveying clam flats for commercial abundance was also designed and the equipment to perform this task was purchased or constructed.

A literature search is underway to obtain information on age and growth, density, spawning size, number of eggs laid, and conservation regarding the softshell clam.

COMMERCIAL SAMPLING PROGRAM FOR SEA SCALLOPS: A commercial sampling program for adductor meat weights and catch/effort data was developed for the inshore sea scallop (*Placopecten magellanicus*) fishery along the Maine coast. Biological samples and interview information was collected from inshore boats landing their catches at approximately 30 commercial dealer locations between Portland, Maine and the Canadian border, between December 1 and March 31. Landings statistics collected from each boat included length and horsepower of vessel, fishing area, depth fished, away time, fishing time, gear description, lbs. and value of catch, man-hours fished, lbs. landed/ft. dredge width/hr. towed, lbs. landed/sq. ft. dredge opening/hr. towed, value/tow hr., value/man-hr., value/ft. dredge width/hr. towed, and value/sq. ft. dredge opening/hr. towed. Information collected from 71 boats during the winter of 1986-1987 shows that chain sweeps were more efficient than rock drags. Chain sweeps were catching scallops at a catch/effort rate of 1.57 ± .11 lbs./ft. dredge width/hr. towed compared to rock drags at 1.05 ± .08 lb./ft. dredge width/hr. towed.

Last winter, fishermen coastwide reported an abundance of small scallops which should enter the fishery during the next 2 winters. The ~~scallop catch~~ will be continuously monitored to determine how these recruits affect the mean weight harvested, weight frequency distribution of the catch, and the catch/effort value.

SHRIMP ASSESSMENT: The shrimp project in 1986-1987 continued monitoring the northern shrimp population in the western Gulf of Maine. The program this year consisted of three tasks: sampling of the Maine commercial shrimp fishery, assisting the Atlantic States Marine Fisheries Commission (ASMFC) Northern Shrimp Technical Committee with its summer shrimp survey, and participation in Technical Committee meetings.

The shrimp fishery sampling program consisted of dock sampling of shrimp boats landing their catches at ports in Lincoln County. A few additional samples were also collected in Portland. Interviews with the vessel skippers produced information on locations of catches and towing time. Samples of the catches were analyzed at the Department's West Boothbay Harbor facilities for size frequency, sex composition, parasites, and egg stages. The shrimp survey for 1986 consisted of dragging for shrimp at randomly selected stations in the western Gulf of Maine using a fine-mesh shrimp research trawl. The survey was conducted aboard the Northeast Fisheries Center R/V GLORIA MICHELLE. Department personnel were involved in the field sampling aboard the GLORIA MICHELLE. The information provided by the shrimp research project is used by the ASMFC Northern Shrimp Technical Committee to produce an assessment of the condition of the Gulf of Maine northern shrimp stock. The Technical Committee's assessment and management recommendations are presented each autumn to the Commissioners of the ASMFC Northern Shrimp Section for their consideration in the promulgation of shrimp fishery regulations. Additional Technical Committee activities in 1986-87 included the preparation of a draft management plan for the northern shrimp fishery in the Gulf of Maine.

HERRING POPULATION DYNAMICS: Larval herring are sampled annually during the autumn, winter and spring. In autumn and winter, larvae are collected at night using buoyed and anchored nets in the Sheepscot estuary of central-western Maine and in the Sullivan Harbor embayment of eastern Maine. Spring sampling is conducted at coastal and inshore stations in eastern, central, and western Maine during daylight. Catch rates are expressed in terms of the numbers of larvae caught per 100 m^3 of water strained. Larvae belonging to each year-class are separated into individual age-groups (cohorts) according to the number of daily growth rings on their otoliths. In addition to larval sampling work, surveys of herring egg beds and egg bed habitat were conducted with a remotely-operated underwater vehicle in eastern Maine coastal waters during the fall of 1986. This project was supported by the National Undersea Research Program at the University of Connecticut and the Maine State Planning Office.

Research Goals:

1) Determine the population dynamics of larval herring, especially those aspects influencing harvest and reflecting the size of spawning populations.

2) Determine spawning times and locations for herring in eastern Maine coastal waters.

3) Forecast recruitment to the Maine sardine fishery and identify possible signs of stock collapse in the spawning populations.

4) Determine the physical characteristics of individual egg beds on the eastern Maine spawning ground.

5) Provide resource managers with biological information on herring that may be helpful in maintaining an effective management policy for the herring fisheries of the Gulf of Maine.

Forecasting Recruitment to the Juvenile Fishery:

Forecasting is based on identifying population characteristics of a given larval year-class, noting when these characteristics occurred previously, and using recruitment from these previous year-classes to form a forecast. Recruitment occurs when fish grow large enough to be captured and marketed by the juvenile (sardine) fishery. The forecast for recruitment of 2-year-old herring (1984 year-class) to the 1986 sardine fishery was 9,000 metric tons (19.9 million lbs.) and 222 million fish. Total landings of this year-class in 1986 reached 5,522 tons and 128 million fish. No forecast has been made for the 1985 year-class.

Assessment:

No attempt is made to estimate the relative size of the spawning populations along the coast. Rather, unusual changes in larval catch rates, which are indicative of extreme fluctuations in larval production, are monitored. It is assumed that generally low larval catch rates at the two coastal monitoring locations which were first observed in 1978 reflect a marked decrease in adult spawners along the coast. Catch rates for the 1986 year-class remained at relatively low levels (<10 larvae/100 m^3) during the fall and winter of 1986-87 compared to higher catches in 1973-76. Larval catch rates for the 1986 year-class in coastal and inshore waters in the spring of 1987, however, reached unusually high values, suggesting that this year-class is large and may produce good catches in the sardine fishery in 1988.

Other Research Accomplishments:

1) Herring spawning times and locations in eastern Maine were determined by interviewing fishermen and surveying spawning sites preliminary results of this survey were used to determine the physical characteristics of an egg bed where spawning took place in late September.

2) Analysis of larval herring samples collected on the eastern Maine spawning ground in 1984 revealed that recently-hatched larvae undergo a diel vertical migration and are preyed upon by a copepod.

3) Environmental time-series data summarizing monthly records of river runoff, sea surface temperature and salinity, wind direction and velocity, and solar insolation in the Gulf of Maine during the past 20 years were compiled, which will be correlated with herring population size estimates and catch data to determine which factors affect herring recruitment and availability to capture in fixed gear.

SYSTEM ECOLOGY OF THE GULF OF MAINE/HERRING RECRUITMENT: Work on the Gulf of Maine ecosystem model was completed during fiscal year 1986-87. A final report which reviewed the present state of our knowledge about the ecology of the Gulf was submitted to the National Marine Fisheries Service. This information was used to establish the Gulf of Maine as a distinct ecological entity and to define the boundaries of subsystems within the Gulf. These subsystems were then aggregated into larger units that were relevant to fisheries. Two papers which developed conceptual models of the Gulf of Maine were published in journals. An energy circuit model of the fisheries units was constructed which included all major aspects of the conceptual models developed.

Part of the 1986-87 fiscal year was devoted to the development and evaluation of a herring larval recruitment model for the Maine coast. This work was performed in collaboration with J.J. Graham, who has studied herring in the Gulf for many years. An initial report on this project was presented at a meeting of the North Atlantic Fisheries Organization. Computer simulation and analysis of the model should result in a publication in the journal of this organization. In addition, work has begun on a conceptual model that can explain the extraordinary historical abundance of herring in the vicinity of Passamaquoddy Bay. Models of the now defunct redfish fishery and an outline of a multispecies managment model are also currently under development.

COLLECTION OF LANDINGS DATA: The Maine Department of Marine Resources (DMR) port agent coordinates data collection and the compilation of fisheries landings with the National Marine Fisheries (NMFS) port agent in Rockland, Maine. The DMR port agent collects commercial fisheries landings data from dealers and other commerical sources between Waldoboro and Eastport in Knox, Waldo, Hancock, and Washington Counties. Data collection sources are revised annually and updated.

The exchange of commercial landings information is beneficial to both the state (DMR) and federal government (NMFS). Landings information collected by both sources are integrated in the formation of the Maine Landings report. This report aids the fishing industry in making plans for expansion based upon what future marine resources are or might be available for commercial harvest.

Resource Services Division.

SHELLFISH:

Paralytic Shellfish Poisoning: Mussel and clam samples are collected from 18 primary sites and 200 secondary sites each week to differentiate the presence and absence of paralytic shellfish toxin. This extensive sampling assures the public of safe mussels and clams. 1986 was a high intensity PSP year. Increased industry cooperation has lessened the impact of PSP closures. In 1986, 4,800 samples were processed using 14,375 mice in the bioassay.

Recent advances have been made by the F.D.A. in the use of high pressure liquid chromatography (HPLC) in the development of a chemical test for PSP toxins. This method, if accepted, would not only be cheaper to run but would give more accurate results. This method would replace the mouse bioassay. In anticipation of acquiring the necessary equipment, Maine has an interim agreement with the F.D.A. concerning the use of HPLC for screening shellfish samples for the presence of PSP. This method will reduce the cost of analysis. HPLC will also allow for the differentiation of the various toxins and will thus give information not available by the mouse bioassay.

Red Tide Cysts: A program to survey the winter distribution of resting cysts of the toxic red tide dinoflagellate *Gonyaulax tamarensis* var. excavata was initiated by Bigelow Laboratory for Ocean Sciences in 1977 and has been conducted by DMR since 1980. The initial objectives of this study were: (1) to determine if the specific objectives of this study were: (A) to determine if the specific locations of resting cysts in intertidal sediments of coastal Maine could be useful as a predictive tool for pinpointing future geographic locations of shellfish intoxication; and (B) to establish a biographical baseline record of this species.

During the winter, samples were collected at DMR primary and secondary paralytic shellfish poison stations and other sites between Kittery and Eastport for analysis of the presence or absence of cysts. Data derived from this and the previous five years' surveys do not show a consistent positive correlation between toxin rise in shellfish and the presence of cysts, and therefore this type of study is not of predictive value to Maine's established PSP monitoring program.

PSP Status: Calendar year 1986 was relatively high PSP wise. The reason for this is somewhat obscure but can be partially explained by the wet conditions which resulted in high run-off from the land. Run-off adds nutrients necessary for bloom conditions of PSP.

The first three quarters of FY 1986 were very low PSP wise. This phenomenon can partially be explained by the drought conditions of 1985. The fourth quarter of FY 1986 had high PSP scores. Higher than normal rainfall and mild conditions apparently promoted the conditions necessary for a PSP bloom.

The problems PSP wise with ocean quahogs in the Jonesport area persist. Sampling for PSP is difficult in this species because it is harvested in 100+ feet of water. Added funds will aid in this problem in FY 1988.

Because of an increased interest in the marketinig of whole scallops, a study was begun to determine the toxicity of the portions of scallops not normally eaten. Unlike the non-toxic adductor-muscle, the part of scallop normally eaten, the remaining parts of scallop may be very toxic.

PATHOLOGY: The pathology unit is a diagnostic, research, and teaching unit. Responsibilities include: (1) determining the geographic distribution and prevalence of fish and shellfish diseases in Maine and identifying emerging disease problems, (2) examining imports of live marine organisms to assure that importation will not be detrimental to Maine's indigenous marine life, (3) diagnosing diseases in marine organisms that are submitted for examination by the commercial fishing and aquaculture industries, other DMR projects, the private sector, and other laboratories (4) investigating new diseases to determine their impact on commercial fisheries (5) teaching college and high school students (summer and work-study) the latest diagnostic methods in marine pathology.

Endemic Disease Survey: During fiscal year 1986-87, 308 blue mussels, *Mytilus edulis,* were sampled from six areas: Boothbay Harbor, Belfast, Castine, Owls Head, Southport and Rockland.

A total of 1,077 soft-shell clams, *Mya arenaria,* were collected from seven areas: Boothbay, Boothbay Harbor, Belfast, Searsport, York, Crow Island, Brunswick and Thomas Point Beach, Brunswick. These were examained for evidence of neoplasia (cancer) and any other diseases and/or abnormalities. Hematopoietic and/or gonadal neoplasms were evident from all seven areas. A high incidence of neoplasia was found in the Belfast sample—43.3% (13/30). Two areas, Crow Island, Brunswick and Thomas Point, Brunswick, have been sampled on a monthly basis since January 1986 to determine if the incidence of neoplasia fluctuates from month to month.

Fifty American oysters, *Crassostrea virginica,* were sampled from the Marsh River, North Edgecomb, to determine if *Minchinia nelsoni,* (MSX), still occurs in this population. Histological sections prepared from these oysters await examination. Fifty European oysters, *O. edulis,* were sampled from Huston Cove, Damariscotta River, for evidence of neoplasia and other diseases.

Environmental Contaminant Survey: This investigation is determining if there are contaminants in our clam flats that are associated with clam neoplasms and will enable us to reduce the risk of relaying seed clams from an area that may contain contaminants. The State Public Health Lab is testing clams and sediments from selected areas for evidence of contaminants such as chlorinated hydrocarbons, herbicides, heavy metals and petroleum hydrocarbons.

Clams and/or sediment samples were collected for this study from Thomas Point Beach, Brunswick; York Harbor, York; Pleasant Cove, Damariscotta River, Boothbay; Salt Bay, Damariscotta River, Damariscotta; Long Cove, Searsport; Belfast Bay, Belfast; Boothbay Harbor; and Hardscrabble River, Dennysville.

Characteristic Piscine Erythrocytic Necrosis (PEN)

Inclusions in Sheepscot Pond Fish: Examination of blood smears taken from fish at Sheepscot Pond on August 20, 1986 revealed that sunfish, yellow perch and pickerel continue to show cytoplasmic inclusions similar to those found in numerous marine species and previously found in Sheepscot Pond fish in 1980. A manuscript is being prepared on the finding of PEN in freshwater fish in this and other lakes.

Specimens Submitted for Diagnosis:

Yellowtail Flounder: Yellowtail flounder, *Limanda ferruginea,* fillets from the Grand Banks, Newfoundland, submitted from a Rockland fish processing plant showed that some fillets were colored a pale green throughout, others had localized areas of green coloration. The locations of the green areas were not confined to a particular area of the fillet. According to the fish inspector, the green areas were not noticeable until the fish had been skinned, and did not occur during the processing operations at the plant.

Our preliminary investigations have not pinpointed a cause of the problem. A similar green fillet problem occurred in Newfoundland a few years ago but no conclusive results were obtained by investigators there.

We have arranged with the Public Health Lab to have these green areas analyzed by atomic absorption spectrophotometry to try and determine what might be in these green areas that is not in normal colored fillets.

Soft-Shell Clam Mortalities: In July extensive soft-shell clam mortalities were reported at an aquaculture operation at Spinney Creek, Piscataqua River, Eliot. On-site and histopathological examinations of tissues at the lab revealed no obvious disease agents present. These mortalities were apparently caused by low dissolved oxygen content of the water and overgrowth and matting of grass on the bottom resulting in suffocation of the clams.

Poor Sardine Packs: In October, Stinson Canning of Bath reported that fish obtained from a fisherman's catch at Capitol Island, Southport were making poor sardine packs—the flesh was softened and many of the fish had blown bellies. Several hundred dead fish were submitted for examination, however, no abnormalities were found in this lot. Subsequently, a sample of 50+ live herring was obtained from a fisherman's catch site off Cedarbush Island, Southport. These herring had been held at the catch site for at least three days. Gross examinations revealed no internal or external abnormalities. Microscopic examination of blood films showed 18% affected with a viral blood disease that destroys the red cells. Although there was no food in the stomachs, the intestinal tracts of most of the sardines contained liquified fecal material.

The softened flesh may have resulted from enzymes being released from lysed red cells that acted on the muscle tissue to soften it. Enzymatic action and gases forming in the intestinal tracts from the remaining fecal matter may have resulted in the blown bellies reported previously. If the fish had been held another day or two perhaps the problem of blown bellies may have been alleviated.

Yellowtail Flounder: Yellowtail flounder, *Limanda ferruginea,* fillets from the Grand Banks, Newfoundland, packed by a fish processor in Rockland, Maine and rejected by the U.S. Army because of small (pin-head size), white, hard nodules distributed throughout the muscle tissue, were submitted for examination in April, 1987. Histological sections showed that inside each nodule was the metacercaria of an *Acanthocephala* (spinyheaded worm).

Bloodworms: Italian authorities (as of March, 1987) are now requiring a bloodworm dealer in Wiscasset, Maine to provide a health certificate with each shipment of worms going to Mestre, Italy. This dealer had shipped millions of bloodworms to Italy during the past eight years without any health certificate being required. The State of Maine is only required to provide a statement that the worms appear healthy at the time of shipment, that the worms are not for human consumption and that they are to be used for sport fishing only. No histopathological work-ups are required.

Ocean Pout: Due to increased demand for fishery products and higher prices paid to the fishermen, underutilized species such as the ocean pout, *Macrozoarces americanus,* are being processed for market. Fillets of ocean pout, rejected by the Federal inspector at a Rockland fish processing plant were found to be severely infected by *Plistophora* cysts. This microsporidian was responsible, in part, for curtailment of a developing fishery for ocean pout during World War II because so many fillets contained these cysts.

Ocean Quahogs: The first record of a neoplasm (germinoma) in Maine Ocean Quahogs *Mercenaria mercenaria* was in a 67 mm specimen submitted in April, 1987 in a sample of 50 from a commercial aquaculture operation in Maquoit Bay, Brunswick, Maine. This specimen had, upon consultation with Austin Farley of the NMFS pathobiology lab at Oxford, Maryland, the apparent initial stages of ovarian cancer.

Oysters: The health officer of Brewer, Maine reported that he had purchased shucked oysters from the Maryland area at a seafood market in Brewer that had orange colored "things" about the size of the end of his thumb in with the oysters. He had also received complaints from the public, wondering if these "things" posed a health hazard. Investigation showed the "things" to be oyster crabs, *Pinnotheres ostreum,* that were evidently living in the oysters at the time they were shucked and inadvertently added to the containers of shucked oyster meats sent to seafood dealers in Maine. These oyster crabs, in times past, were themselves considered a gourmet item.

American plaice: An American plaice, *Hippoglossoides platessoides,* caught off Boothbay Harbor with rough, bumpy areas on the skin was found to have the viral disease, lymphocystis. This is only the third flounder with this disease that has been submitted to us from the Boothbay area in the past 10 years.

Sea scallops: Examined several Damariscotta River sea scallops, *Placopecten magellanicus,* with shell abscesses. Examined atrophied scallop adductor muscle harvested from the Sheepscot River.

Cichlids: Necropsied dead cichlids from an aquarist. All were infected with the bacterium *Aeromonas hydrophila.*

Lobsters: Examined juvenile American lobsters, *Homarus armericanus,* infested with *Carcinonemertes larvae.*

Special Investigations

1) *Neoplasia in southern New England clams:* A total of 709 histological preparations from soft-shell clams, *Mya arenaria,* prepared by USFWS personnel in 1949-1953 and in 1961 and 1962 from southern New England were examined for neoplasia under contract with NMFS. These clams were from Maryland; Woods Hole, Massachusetts; Falmouth, Massachusetts; Newburyport, Massachusetts; Quincy, Massachusetts; and New Hampshire.

Although neoplasia was first reported in clams in 1972 after an oil spill at Searsport, Maine, tissue sections prepared from clams by the USFWS during mortalities in the Newburyport, Massachusetts area in 1950 did show evidence of neoplasia. Thus, we have evidence that this disease occurred in clams 22 years before its first discovery. The cause of this cancerous condition still remains a complete mystery.

2) Prepared a proposal to expand upon initial v-notch experiments performed on lobsters during the summer of 1986.

3) Assisted in the development of a separation policy between fin-fish mariculture operations. Corresponded with salmon disease experts from Washington, Oregon, British Columbia, Nova Scotia, New Jersey, New Brunswick, West Virginia, Scotland and Norway in preparation for public hearings on the proposed guidelines.

ENVIRONMENTAL MONITORING:

Physical Data: The West Boothbay Harbor data collection includes sea water surface temperature, air temperature (each date back to 1905), sea water bottom temperature, salinity, barometric pressure, precipitation, wind speed, wind direction, relative humidity (replaced dew point), tide level and solar radiation. The first six parameters listed are issued on a monthly basis for distribution. Data processing of the dew point time series is processed by hand as time permits. The historical time series of wind (1965-1986) and tide level (1962-1985) remain in analog form. Data collected by the new automated computerized system begun in January 1986 includes all variables listed above and are available on tape, print-out or analog form.

Dissemination of the information has been by regular mailing list of weekly, monthly, semi-annual, and annual users; by special requests to foreign, federal, and state agencies; to academic institutions; to businesses; and to private individuals. The monthly summary of environmental data are included in the weekly newsletter of DMR, private individuals, the Portland Weather Bureau, the weekly newspaper "The Boothbay Register," and the University of Rhode Island Pell Marine Science Library. The monthly publication "Maine Climate," an issue of the Northeastern Regional Climate Program from Cornell University and University of Maine at Orono include the monthly sea surface temperature. Special requests varying from single data points to entire time series totaled 126 this past year.

Up-to-date issues of the research reference documents for the sea surface temperature, salinity and precipitation time series are available upon request. The complete record of sea surface temperature was completely reprocessed entirely by computer for this year's issue. A new reference document describing the entire data collection with a description of the format and availability was issued to accompany an oral presentation on the changes recently undergone in the data collection. This presentation was given to the New England Estuarine Research Society and the Maine Biological and Medical Sciences Symposium.

The immediate goal of this portion of the project is to establish and maintain a stable and continuing source of high-quality baseline physical environmental data for the use of scientists and any members of the general public who may be concerned with the marine environment.

In the longer range, the goals are: (1) to achieve full automation of data processing in order to reduce hand tabulation; (2) to reduce backlogs of data to magnetic tape records and summaries; (3) to archive original, historical data for safe storage; and (4) to familiarize and continue investigating promising technologies which represent the forefront of marine-related environmental monitoring.

The automation of the data collecting process is in full operation. The dew point records remain to be processed by hand. The increasing attention to global climate change and mean sea level change have increased the demand and value of the historical wind and tide records in particular. Both time series are still in analog form. Due to the large volume of data included in both time series, an alternative efficient method to process the analogs other than by hand tabulation is being sought.

Biological Data: At present, one species, the green crab *(Carcinus maenas),* is monitored by the project. The green crab is of minor commercial value, principally as bait, but its primary importance in Maine (as well as Massachusetts and New Hampshire) has been its grossly damaging effect as a predator on soft-shell clams when it is overly abundant. The abundance of this species has historically followed very closely the major cycles of sea surface temperature. When annual mean temperatures (winter temperatures in particular) are high, crab abundance is high; when temperatures are low, crab abundance is much lower.

In the absence of any significant commercial fishery for this species, relative seasonal abundance has been estimated by DMR through shore samples taken in the fall at approximately 12 selected stations along the coast from Kittery to Perry. An update of a Research Reference Document is issued each year to describe the status of the green crab population along the Maine coast.

PUBLICATIONS:

The Marine Resources Laboratory operates a "Fishermans Library" as part of their overall library facilities. Books and articles on various aspects of fishing are available on a library loan basis to the general public.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MARINE RESOURCES

BUREAU OF MARINE SCIENCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,271,570	842,104	103,384		326,082	
Health Benefits	69,749	45,572	6,357		17,820	
Retirement	216,387	144,155	17,593		54,639	
Other Fringe Benefits	6,142	4,042	541		1,559	
Other Contractual Service	400,974	332,064	14,341		54,569	
Rents	856	762			94	
Commodities	150,941	110,998	24,658		15,285	
Grants—Subsidies—Pensions	5,909	5,909				
Equipment	152,687	48,429	95,539		8,719	
Interest—Debt Retirement	143	131			12	
Transfers to Other Funds	15,489		4,391		11,098	
TOTAL EXPENDITURES	2,290,847	1,534,166	266,804		489,877	

MAINE MARKETING ADVISORY BOARD

WAYNE D. SMITH

Central Office: 1 Vaughn Place, Caribou *Telephone:* 498-6130
Mail Address: P.O. Box 145, Caribou, Maine *Recorder:* 800-462-8818
Established: September 23, 1983
Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 463; *Citation:* 7 M.R.S.A., Sect. 1008B
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The Maine Marketing Advisory Board advises the Commission on operation of the Maine Potato Price Stabilization Program, an initiative designed to reduce destructive price competition in potato marketing and reduce highly variable short run pricing of potatoes.

ORGANIZATION: The Board consists of five members; three representing first handlers of Maine round white potatoes and two representing Maine potato dealers. Committee members are appointed by the Commissioner from lists of nominees provided by the Maine Potato Board.

PROGRAM: The Price Stabilization Program was amended by the 111th Legislature in its second regular session (see P.L. 1984 Chapter 829) to eliminate mandatory minimum prices and provisions requiring licensing of first handlers of Maine round white potatoes.

Under this program, newsletters are mailed weekly to 950 grower/packers in the potato industry. The newsletters are a very valuable marketing tool for potato producers. These newsletters provide up to the minute pricing information from all the major potato areas across the country and supplies the reasons for any recent changes in price. Growers are also kept abreast of current market conditions and are provided with an analysis of market trends and consumer preferences. In addition growers are made aware of acreage and production changes in major areas, U.S.D.A. reports are analyzed so that producers are aware of what impact all the numbers will have on their farming operations. This program also provides a pre-recorded message to growers that is updated twice daily. These recordings are on an eight hundred phone line (800/462-8818) and report current market conditions and prices from all over the country as well as suggested minimum prices that growers should receive from dealers.

PUBLICATIONS:

Weekly Newsletter to potato growers, free

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are included with those of the Department of Agriculture, Food and Rural Resources.

MAINE MARITIME ACADEMY

THE HONORABLE JOSEPH SEWALL, PRESIDENT, BOARD OF TRUSTEES
THE HONORABLE KENNETH M. CURTIS, PRESIDENT

Central Office: Castine, Maine *Telephone:* 326-4311
Mail Address: Castine, Maine 04420

Established: 1941 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 75; *Unit:* 370; *Citation:* 1941 P&SL Chap. 37

Average Count—All Positions: 165 *Legislative Count:* N.A.

Organizational Units:

Board of Trustees	Academic Division
Board of Visitors	Administrative Division
Office of the President	Student Affairs Division
Training Division	External Services Division

PURPOSE: Maine Maritime Academy is a college specializing in ocean and marine oriented programs at the undergraduate and graduate level, with emphasis on engineering, transportation, management, and ocean science, as well as preparing officers for the merchant marine and the uniformed services of the United States. The Mission of the college is to provide an educational environment which stimulates intellectual curiosity, fosters professional competency, encourages rigorous self-discipline, and develops leadership potential through a learning environment which emphasizes active student involvement in both the curricular and co-curricular educational process. The college provides public service to the State while perpetuating Maine's heritage of the sea.

ORGANIZATION: The administrative organization of Maine Maritime Academy is structured to fulfill the mission set forth in its Charter. This is accomplished through five divisions listed in the organizational units above.

Under the policy guidance furnished by the Board of Trustees, the President of the Academy is the principal executive, being assisted by five division heads, each of whom oversees their respective operating departments. The operation of the Academy is subject to review by the Federal Government through the Maritime Administration, under regulations prescribed in 46 CFR, 310A. Fiscally, the Academy is supported by state appropriations, student fees and a subsidy of $100,000 from the Maritime Administration. The Training Ship "State of Maine" is made available to the Academy by the Maritime Administration, which funds major repairs. The Academy pays the cost of operating the ship on training cruises and while in port in Castine from its operating budget. (As of this date, the Federal government has notified the Academy that it does not plan to provide any direct financial support after September 30, 1987.)

The Academy, through its Board of Trustees, is empowered to provide and maintain a nautical school for the instruction of students in the science and practice of navigation and in practical seamanship, steam, diesel and electrical engineering, radio and radio communication, and of ship operation, ship construction, and ship and boat design; to provide books, stationary apparatus and other supplies; to hire instructors and other employees, determine compensation, establish charges for students, regulate and manage the school, acquire and dispose of property, and arrange for actual sea experience for its students; to borrow money not in excess of $4,000,000 in the aggregate at any time outstanding for the construction of any buildings, improvement, or equipment; and to mortgage its property and pledge its revenues.

PROGRAM: Academy enrollment at the beginning of the Fall Term, September 1987, stood at 493. Of these, 150 were seniors, 112 juniors, 105 sophomores and 126 freshmen. The student body included 14 women. Students from the State of Maine numbered 296 or 60% of the total. There were 180 students from other states and 17 students from abroad, 3 from Liberia, 8 from Panama, 1 from Brazil and 5 from Malaysia. The Bachelor of Science degree was awarded to 151 graduating seniors in April 1987.

Graduates continue to find employment opportunities with a wide range of marine and non-marine related companies. Nearly 99% of the class of 1986 found employment within 6 months of graduation. Twenty-four graduates of the class of 1987 accepted active duty commissions in the U.S. Navy, three in the United States Coast Guard, and two enrolled in the Master of Science Program in Shipping Management.

The annual training cruise was conducted in the months of May and June following graduation of the senior class. The ship made port calls at Norfolk, VA; St. Thomas, New Orleans, Bermuda, and Philadelphia before returning to Castine on 26 June 1987.

No new major construction projects were undertaken during the year.

The 113th Legislature passed legislation enabling Maine Maritime Academy to confer an associate's degree in Yacht Operations and Boatyard Management; to establish the Maine Maritime Academy Press, which gives the college permission to publish the scholarly works of its faculty and students; to change the language of the graduate school's degree requirements; to obtain funds to acquire a research vessel with members of the Argo consortium; and most significantly, to send to the voters a $3.1 million bond issue for a new pier. (The Academy currently uses the original pier, constructed when the school was established in the 1940's. The 195-foot structure is home to the 534-foot training vessel State of Maine. MMA needs to lengthen, strengthen, and widen the facility to ensure the safety of the training vessel and better utilize the college's waterfront.)

Evening programs during the Fall and Spring, and an extensive array of courses, seminars and meetings during the summer months, play an increasing role in Academy routine, as wider opportunities for adult study and other community interests are accommodated. The addition of these programs assures year-round utilization of Academy facilities. The Center for Advanced Maritime Studies continues to offer advanced professional maritime training courses on a year-round basis.

LICENSES, PERMITS, ETC.

Bachelor of Science degree.
Master of Science in Maritime Management.
Associate degree.

PUBLICATIONS:

Maine Maritime Academy Catalog	(no charge)
Maine Maritime Academy—The Formative Years 1941-1966 by Howard C. Jordan	$5.00
Maine Maritime Academy Viewbook	(no charge)

FINANCES, FISCAL YEAR 1987: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

MAINE MARITIME ACADEMY
Statement of Current Fund Revenues, Expenditures and Other Changes
Year ending June 30, 1987
with comparative figures for 1986

	Unrestricted	Restricted	Total	Prior year
Revenues:				
Tuition and fees	1,882,283	269,453	2,151,736	2,062,202
Federal appropriations	279,857		279,857	199,934
State appropriations and grants	4,133,505	95,713	4,229,218	3,709,677
Federal grants and contracts	14,176		14,176	353,311
Private gifts, grants and contracts	136,194	182,430	318,624	341,574
Endowment income	31,129	38,741	69,870	68,967
Sales and services of auxiliary enterprises	1,913,782		1,913,782	1,985,338
Other income	385,255		385,255	409,871
Total current fund revenues	8,776,181	586,337	9,362,518	9,130,874

MARITIME ACADEMY

Expenditures and mandatory transfers:				
Educational and general:				
Instruction	2,297,946	175,334	2,473,280	2,252,964
Public service	194,538	2,874	197,412	212,037
Academic support	460,570	13,133	473,703	442,518
Student services	884,669	22,229	906,898	822,644
Institutional support	1,601,656	2,664	1,604,320	1,465,714
Operation and maintenance of plant	1,283,692	47,591	1,331,283	1,194,877
Scholarships and fellowships	22,681	262,543	285,224	336,678
	6,745,752	526,368	7,272,120	6,727,432
Mandatory transfers for:				
Principal and interest	160,638		160,638	120,953
Loan fund	7,823	4,800	12,623	15,689
Total mandatory transfers	168,461	4,800	173,261	136,642
Total educational and general expense	6,914,213	531,168	7,445,381	6,864,074
Auxiliary enterprises:				
Expenditures	1,698,946	55,169	1,754,115	1,643,387
Mandatory transfers for:				
Principal and interest payments	52,037		52,037	53,974
Total auxiliary exterprises	1,750,983	55,169	1,806,152	1,697,361
Total expenditures and mandatory transfers	8,665,196	586,337	9,251,533	8,561,435
Other transfers and additions (deductions):				
Excess of restricted receipts (expenditures) over transfers to revenues		138,388	138,388	19,922
Unrestricted gifts allocated to other funds				(10,000)
Net allocation of unrestricted resources from (to) other funds	(102,463)		(102,463)	(551,796)
Total transfers	(102,463)	138,388	35,925	(541,874)
Net increase in fund balance	$ 8,522	138,388	146,910	27,565

MAINE MEDICAL LABORATORY COMMISSION

PHILIP W. HAINES, Dr. P.H., CHAIRPERSON

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2727
Mail Address: Statehouse Sta. #12, Augusta, Maine 04333

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 359; *Citation:* 22 M.R.S.A., Sect. 2026

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To encourage the development of private medical laboratories in Maine while safeguarding the public health. The department (Commissioner or his designee) with the approval of this Commission, decides on the issuance of a license to operate private medical laboratories. The Commission advises on the enactment of appropriate rules and standards for laboratories, and may suggest changes in law.

ORGANIZATION: This Commission of six professionals, three consumer members and the Chairperson oversees the application of the Maine Medical Laboratory Act. Members are appointed by the Governor for three year terms, with staggered expiration dates. Support is provided by staff from the Department of Human Services' Public Health Laboratory.

PROGRAM: During FY 87, the Commission met once and conducted business by mail on several occasions. Two new laboratories were licensed and renewals were issued. There are now eight licensed laboratories.

A major item of business this year was the development of a proposal for legislation to extend the proficiency testing requirements of the law to certain physicians office laboratories. This proposal was submitted as L.D. 518. After amending the Bill to add a technologist member to the Commission, the Legislature passed this Bill.

LICENSES, PERMITS, ETC.
License:
Private Medical Laboratory

PUBLICATIONS:
1. Copy of Revised Medical Laboratory Act—free
2. Application forms to operate a medical laboratory—free
3. Rules and Regulations—free

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to less than $1,000.00 in FY 87 and are, by administrative decision, included with those of the Bureau of Health, Department of Human Services.

MENTAL HEALTH ADVISORY COUNCIL

RONALD S. WELCH, ACTING DIRECTOR, BUREAU OF MENTAL HEALTH
JOAN FORTIN, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4230
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1977 *Sunset Review Required by:* June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 196; *Citation:* 34B M.R.S.A., Sect. 1209

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: As an appointed voluntary body representing the mental health community, the Mental Health Advisory Council acts in an advisory capacity to the Commissioner of the Department of Mental Health and Mental Retardation on a broad range of mental health issues and concerns including needs, resources, and goals and objectives. Statutorily, it has three specific mandates:

(1) Advise in the development of the state mental health plan;
(2) Advise in the appointment of a Director of the Bureau of Mental Health; and
(3) Report to the Legislature's Human Resources Committee as a part of a regularly scheduled annual meeting.

ORGANIZATION: The Council consists of thirty members appointed by the Governor for three-year terms. The membership is generally composed of consumers of mental health services, family members of persons with mental illness, and providers of direct and indirect mental health services, both public and private. A majority, but not more than sixty percent, of the Council must be consumers and family members. The Council meets monthly with the Commissioner and the Director of the Bureau of Mental Health and other Departmental staff as appropriate. Other programs and individuals are also frequently invited to make presentations and to participate in discussion. Some members of the Council are also members of other planning and advisory groups.

PROGRAM: The Council's activities encompass matters involving broad policy and program issues and long-range planning for mental health services, including development of the state mental health report. The Council continues to co-sponsor and participate in the annual Departmental public community mental health forums held throughout the state to encourage greater community involvement with mental health issues and to assist in further identifying mental health needs. As part of its active schedule during FY 87, the Council played an active role in mental health legislation, focused on the mental health planning process, continued to monitor various Department functions, explored criminal insanity defense issues, and reviewed protection and advocacy activities.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

SUSAN BROOKS PARKER, COMMISSIONER
RONALD S. WELCH, Associate Commissioner, Programs
RONALD R. MARTEL, Associate Commissioner, Administration

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4200
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1939 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191; *Citation:* 34B M.R.S.A., Sect. 1201
Average Count—All Positions: 2,198 *Legislative Count:* 2,249.5

Organizational Units:

- Bureau of Mental Health
- Bureau of Mental Retardation
- Affirmative Action Office
- Office of Advocacy
- Bureau of Children with Special Needs
- Public Information Office
- Office of Community Support Systems
- Residential Treatment Centers Advisory Group
- Developmental Disabilities Office
- Mental Health Advisory Council
- State Planning & Advisory Council on Developmental Disabilities
- Maine Committee on Problems of the Mentally Retarded
- Maine Advisory Committee on Children with Special Needs

PURPOSE: The Department of Mental Health and Mental Retardation was established to enhance the quality of life for mentally handicapped and developmentally disabled persons by helping them to meet their needs for personal, social, educational, vocational and economic development, to enable them to function at maximum levels of potential and maintain their dignity as human beings and citizens in a free society; and to profit from the variety of options open to all citizens of the State of Maine. The primary responsibilities of the Department are to develop, operate and provide a broad spectrum of facilities, programs, direct services and advocacy services for persons under its jurisdiction. The Department also exercises general supervision, management and control of research and planning, grounds, buildings and property, employees and patients of the State institutions within its jurisdiction.

ORGANIZATION: The Department of Mental Health and Mental Retardation was established in 1939 as the Department of Institutional Services. Its present composition and designation evolved out of the development of a separate Department of Corrections by the Legislature in 1981. Intradepartmental divisions provide for the general administration, planning and management of mental health, mental retardation and children's services as required by statute. Additionally, the Legislature has established a number of advisory committees and councils that serve in an adjunct capacity to provide public input to the Department's planning and decision-making processes.

Within the central administration, the Associate Commissioner for Programs provides planning and policy direction for programs and services offered through the Department's Bureaus and Institutions or contracted for through private agencies.

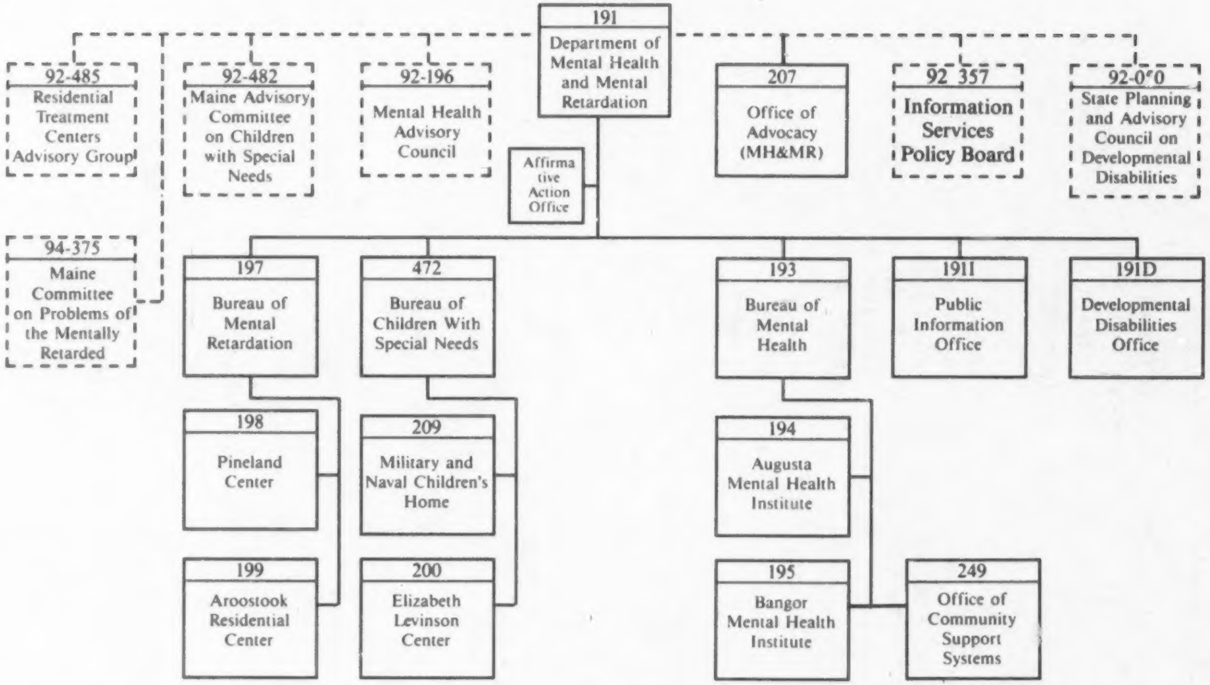
The Associate Commissioner for Administration is responsible for all of the Department's financial affairs as well as personnel and employee relations.

PROGRAM: Specific program information pertaining to FY 87 is included in separate reports prepared by the Department's subdivisions.

LICENSES, PERMITS, ETC.

Refer to Specific Program areas for details.

ORGANIZATIONAL CHART
DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION
UMB 14


191
Department of Mental Health and Mental Retardation
92-485
Residential Treatment Centers Advisory Group
92-482
Maine Advisory Committee on Children with Special Needs
92-196
Mental Health Advisory Council
Affirmative Action Office
207
Office of Advocacy (MH&MR)
92 357
Information Services Policy Board
92-070
State Planning and Advisory Council on Developmental Disabilities
94-375
Maine Committee on Problems of the Mentally Retarded
197
Bureau of Mental Retardation
472
Bureau of Children With Special Needs
193
Bureau of Mental Health
1911
Public Information Office
191D
Developmental Disabilities Office
198
Pineland Center
209
Military and Naval Children's Home
194
Augusta Mental Health Institute
199
Aroostook Residential Center
200
Elizabeth Levinson Center
195
Bangor Mental Health Institute
249
Office of Community Support Systems

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	42,474,390	41,605,580	252,099		616,711	
Health Benefits	2,584,226	2,528,694	20,932		34,600	
Retirement	8,013,727	7,863,797	46,683		103,247	
Other Fringe Benefits	213,643	208,641	2,157		2,845	
Computer Services—Comm.	744	744				
Computer Services—State	40,573	40,095			478	
Other Contractual Service	5,555,585	4,665,029	534,906		355,650	
Rents	214,390	207,726	1,857		4,807	
Commodities	3,589,418	3,385,670	196,411		7,337	
Grants—Subsidies—Pensions	25,650,565	22,079,353	220,786		3,350,426	
Buildings and Improvement	249,099	220,197	28,902			
Equipment	588,882	549,646	30,107		9,129	
Interest—Debt Retirement	579	544	35			
Transfers to Other Funds	35,923		12,752		23,171	
TOTAL EXPENDITURES	89,211,744	83,355,716	1,347,627		4,508,401	

PUBLICATIONS:

Refer to Specific Program areas for details.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF MENTAL HEALTH & MENTAL RETARDATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,409,579	1,409,579				
Health Benefits	60,902	60,902				
Retirement	242,002	242,002				
Other Fringe Benefits	5,210	5,210				
Computer Services—State	19,182	19,182				
Other Contractual Service	996,395	996,395				
Rents	11,543	11,543				
Commodities	1,789,133	1,789,133				
Grants—Subsidies—Pensions	49,309	49,309				
Buildings and Improvement	236,729	207,827	28,902			
Equipment	3,949	3,949				
Interest—Debt Retirement	113	113				
TOTAL EXPENDITURES	4,824,046	4,795,144	28,902			

OFFICE OF ADVOCACY (MH & MR)

RICHARD A. ESTABROOK, ESQ., CHIEF ADVOCATE

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4243
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 207; *Citation:* 34-B M.R.S.A., Subsec. 1205
Average Count—All Positions: 8 *Legislative Count:* 8

PURPOSE: The Office of Advocacy is established within the Department of Mental Health and Mental Retardation to investigate the claims and grievances of clients of the Department. The Office also advocates for compliance with all laws, administrative rules and regulations, and institutional and other policies relating to the rights and dignity of these clients, and acts as a monitor of restrictive and intrusive treatments. In addition, the Office of Advocacy is designated investigatory agent of the Department under the mandate of the Adult Protective Services Act (22 M.R.S.A., Sect. 3470 *et seq.*).

ORGANIZATION: Advocacy services were created administratively in 1972 with the appointment of institutional resident representatives at the Augusta and Bangor Mental Health Institutes, the Maine Youth Center and a Patient-Inmate Representative located in the Department's Central Office. In 1975 the 107th Legislature officially designated the "Office of Advocacy."

Presently Pineland, AMHI, BMHI and the Levinson Center each have an advocate. In addition, there are four community advocates for mentally retarded individuals in the community. One community advocate position is split half-time at the Levinson Center.

The four community advocates and the advocate at Pineland: (1) investigate allegations of abuse, exploitation, and neglect of mentally retarded individuals; (2) approve and monitor the utilization of aversive behavior modification plans both at Pineland and in the community; (3) represent clients at inter-disciplinary team meetings at which programs for treatment, services, and goals are planned, developed and recorded; and (4) review policies and actions of the

Bureau's regional offices and at Pineland suggest ways to better deliver high quality care to mentally retarded individuals.

The two institutional mental health advocates: (1) investigate allegations of abuse, mistreatment, and neglect; (2) assist in the investigation and resolution of patient grievances; (3) attend treatment team meetings to aid in having the patient's treatment desires met; and (4) review policies and practices to advocate for humane care at the hospitals.

The Office of Advocacy administers a contract under which civil legal services may be provided to clients and patients of the Department.

PROGRAM: The Office of Advocacy has provided assistance or information tc upwards of 2,000 mentally ill and/or mentally retarded clients through investigations of alleged abuse, review of aversive programming, representation of clients at Interdisciplinary Team Meetings, and Pupil Evaluation Team meetings. The Office has been actively involved in the implementation of regulations assuring mentally ill patients' rights, and will be actively enforcing those rights. A major goal of the Office is to be able to provide to the Department suggestions which will not only impact upon individual client's lives, but will also aid the Department and clients in general through helpful systematic changes.

PUBLICATIONS:

Pineland Center Clients' Rights Handbook—free from Advocate, Pineland Center, Box C, Pownal, Maine 04069.

Patients' Rights at Augusta Mental Health Institute—free from Patient Advocate, Augusta Mental Health Institute, P.O. Box 74, Augusta, Maine 04330.

Patient Rights at Bangor Mental Health Institute (in French/English)—free from Patient Advocate, Bangor Mental Health Institute, P.O. Box 926, Bangor, Maine 04401.

Rights of Mentally Retarded Persons (Summary of 34 MRSA c. 186-A)—free

Rights of Recipients of Mental Health Services, free, obtainable from the Chief Advocate, State House Station #40, Augusta, Maine 04333, or either of the two institutional advocates.

The Office of Advocacy and each individual advocate working for the Office of Advocacy maintains a substantial library of information regarding clients' rights. These materials are available for on-site use and in many cases are available for loan to individuals involved in service provision for clients of the Department of Mental Health & Mental Retardation.

In addition copies of all documents and laws referred to in the Department's regulations, "Rights of Recipients of MH Services," are available for inspection at each office of an advocate with the Office of Advocacy.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

AROOSTOOK RESIDENTIAL CENTER

TERRY L. SANDUSKY, M.S., DIRECTOR

Central Office: Lombard St. Ext., Presque Isle *Telephone:* 764-4104
Mail Address: Box 1285, Presque Isle, Maine 04769
Established: 1972 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 199; *Citation:* 34-B M.R.S.A., Sect. 5403
Average Count—All Positions: 22 *Legislative Count:* 19

PURPOSE: The primary purpose of the Center is to provide residential services and behavioral training aimed at increasing functional independence to help the adult client learn to live in the mainstream of society.

Specific objectives include the provision of the following:

A. Respite care to families who are in need of either temporary or emergency placement of their mentally retarded child or adult in the Center's two (2) available respite care beds;
B. Residence for adults attending either a sheltered workshop or adult day activity program;
C. Transitional programming for Pineland Center residents who are returning to Aroostook County;
D. Transitional programming for all residents from more restrictive residential environments to less restrictive residential placements;
E. Transitional apartment programming to teach residents skills of independent living over a period of approximately six to twelve (6-12) months residency; and
F. Basic teaching activities in such areas as daily living skills, basic household cleanliness, personal hygiene, individual and group social and recreational skills and overall community socialization.

ORGANIZATION: The Aroostook Residential Center began operation in October 1972.

Pre-admission evaluations are conducted by the regional office of the Bureau of Mental Retardation with final screening conducted by the facility's Admissions Committee. Decisions to admit are based on specific program recommendations developed through a mutli-disciplinary approach. Regular admissions require certification of eligibility for intermediate care facility for mentally retarded services.

Following admission, the resident is assigned a specific staff member who is responsible for the implementation of the resident's individual program plan. Quarterly monitoring and staff reviews are conducted to assess program effectiveness. Modification of the resident's program is made as the need arises and implemented by Center staff.

A professional experienced in mental retardation program administration directs the activities of the houseparents and coordinates resident related activities between the Center and community agencies. These houseparents are the primary teachers and care providers for the residents.

PROGRAM: The Center operates on a 24 hour per day/seven days per week basis. Residents must be 16 years or older and experiencing behavioral adjustment or training difficulties.

The Center has also focused on enhancing its behavior management capabilities. Contracts for expanded professional services, i.e., psychology, speech therapy, occupational and physical therapy, give the staff significant consultative support. As a result, the Center has been able to manage more difficult and complicated behavior.

Compliance with the standards for licensure as an intermediate care facility for the mentally retarded provides the initiative for developing a more intensive behavior stabilization program. Additional Federal revenues to the general fund generated as a result of the operation of a seven-day program equals approximately 60% of the Center's operating costs.

These changes have helped to stabilize requests for Pineland Center admissions by providing services to Aroostook County residents closer to home.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AROOSTOOK RESIDENTIAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	339,097	339,097				
Health Benefits	19,185	19,185				
Retirement	67,141	67,141				
Other Fringe Benefits	1,717	1,717				
Other Contractual Service	131,445	131,445				
Rents	2,930	2,930				
Commodities	9,829	9,829				
Grants—Subsidies—Pensions	1,937	1,937				
Equipment	14,642	14,000	642			
TOTAL EXPENDITURES	587,923	587,281	642			

AUGUSTA MENTAL HEALTH INSTITUTE

WILLIAM C. DAUMUELLER, ACSW, SUPERINTENDENT

Central Office: Hospital Street, Augusta *Telephone:* 289-7200
Mail Address: Box 724, Augusta, Maine 04330
Established: 1834 *Sunset Review Required by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 194; *Citation:* 34-B M.R.S.A., Sect. 3201
Average Count—All Positions: 593 *Legislative Count:* 611.5

Organizational Units:
- Admission Unit
- Young Adult Unit
- Adult Unit
- Older Adult
- Pre-Discharge Unit
- Forensic Treatment Unit
- Adolescent Unit
- Alternate Living Program
- G.R.O.W. Workshop Programs
- Medical Infirmary
- Nursing Home
- Evaluation/Research
- Staff Development
- Hospital and Business Services
- Health Sciences Library
- Professional Consultants
  - Nursing, Social Work, Psychology, Activities

PURPOSE: The Augusta Mental Health Institute is mandated to treat adults who require intensive 24-hour psychiatric services from the following counties: Androscoggin, Cumberland, Franklin, Kennebec, Knox, Lincoln, Oxford, Sagadahoc, Somerset, Waldo and York. In addition, the Institute provides inpatient psychiatric treatment to adolescents from throughout the State. All services are provided without regard to race, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

The Augusta Mental Health Institute is the only facility, for these counties, mandated and equipped to provide care and treatment in a hospital setting to the following categories of patients: those who require involuntary hospitalization; those who require a secure setting; those who require extended periods of inpatient treatment and/or rehabilitation; those committed under the criminal statutes for observation, care and treatment; and those who require certain highly specialized programs not available elsewhere. The demand for mandated services is such that voluntary admissions have to be refused, delayed or diverted to assure suitable accommodations for those most in need. In some cases, the lack of appropriate community alternatives requires that Augusta Mental Health Institute accept some additional acute patients on a voluntary basis.

ORGANIZATION: The Augusta Mental Health Institute was established in 1834 as the Maine Insane Hospital, and was the only public mental hospital in Maine until the opening of a second hosptial in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital and in 1973 to its present designation. Throughout most of its history the Institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. The development of the community mental health centers in the 1960's resulted in a redefinition of the Institute's role. It stands today as a necessary and valuable part of the comprehensive mental health system which provides a broad range of services to Maine residents.

The Augusta Mental Health Institute is organized on a system of functional treatment units in order to meet, as effectively and efficiently as possible, the needs of mental health clients in the counties previously mentioned. Each of the functional units is responsible for the total treatment and rehabilitation of its patients:

A. Admission Unit: The 30-bed unit is primarily an intensive assessment, diagnostic and crisis intervention service, offering short term treatment such as chemotherapy, group therapy, activity therapy, and occupational therapy. Except for forensic patients and adolescents, approximately 50% of our patients are discharged within 7-9 days. This rapid stabilization and discharge function requires carefully planned aftercare services which are provided by various mental health agencies throughout the state.

B Forensic Treatment Unit: At present, the 33-bed Forensic Unit is divided into an 8-bed high security section and a 25-bed medium security section. The 8-bed section provides short term intensive diagnostic and treatment services in a secure setting for individuals referred from the courts for observation, care and treatment and for civil admissions from state and county correctional facilities. Those found Not Guilty by Reason of Insanity (NGRI's) or Incompetent to Stand Trial are generally treated on the medium security area unless otherwise indicated. The staff of this Unit monitor all legal hold patients, regardless of treatment unit or release status.

C. Adult Program: This 40-bed program focuses on treatment and social intervention to adult psychiatric patients up to age 45. Most patients in this program are being served in a long term outpatient or community based programs with occasional inpatient episodes being necessary.

D. Young Adult Program: A 40-bed short term intensive psychiatric program designed to meet the needs of patients 18-30 years of age. Many of these patients are best described as the young chronic mentally ill with the special problems of substance abuse and other social problems.

E. Adolescent Unit: This 24-bed unit provides comprehensive diagnostic and treatment services in an inpatient setting to all those mentally ill Maine youths (ages 12-17) whose problems have not or cannot be resolved through less restrictive alternatives in the community.

F. Older Adult and Other Special Treatment Populations: A 39-bed milieu program for clients over 52. This program focuses on remotivation, improvement in basic functional skills and is individualized by additional treatment modalities specific to assessed needs. Services accommodate the needs of the head injured and hearing impaired who are part of this program.

G. Pre-Discharge Unit: This 40-bed Unit, closely aligned with the Alternative Living Program, houses patients needing little structure and supervision and emphasized those skills related to living independently or in less structured group living situations. This unit also has the capacity to enlarge as our patient population grows.

H. Alternative Living Program: The Alternative Living Program consists of six houses or apartments on the grounds with a capacity of 40 patients. Each house provides a small, supportive, homelike group setting which more closely parallel the experiences that the patients are likely to encounter in the community. The goal for the individual is to reach the highest level of independent functioning possible, with the ultimate goal being community integration.

I. Therapeutic Activities: A multi-disciplinary group of action oriented therapies that provide a means for individuals to go from a dysfunctional state to a functional state. Occupational therapy, recreational therapy, movement/dance therapy and art therapy, are among those professions currently represented at AMHI under the umbrella of Therapeutic Activities.

J. Adult School: An Adult School is provided as a major element in the rehabilitation process since ongoing assessments of patients needs find many with little formal education and/or with very low self-esteem and self-care ability. An adult education program provides skill development, formal academic training and many leisure time skill enhancement courses.

K. G.R.O.W. Workshop: This comprehensive workshop program utilizes any funds generated over and above the wages paid to workshop clients to expand rehabilitation opportunities. Clients with disabilities comparable to those of AMHI patients are referred from the community mental health centers, Divisions of Vocational Rehabilitation, Bureau of Mental Retardation and other mental health related agencies. By extensive utilization of this modality, patients who would have remained untreated or whose treatment may have been inappropriate and ineffective have reentered the world of productive employment in varying degrees of self-sufficiency.

L. Nursing Home Unit: The patients housed in this 70-bed Unit are impaired both physically and behaviorally. Their disabilities are such that they cannot currently be served in community nursing homes or other alternative settings. However, a social work and nurse team recently established by the Bureau of Mental Health and housed at AMHI will provide consultation and education services to community nursing homes with the goal of assisting them to maintain psychiatrically impaired patients in community nursing homes.

M. Infirmary: The 16-bed Infirmary provides a Medicare certified general hospital level of care, at less cost than would be incurred by a transfer to a general hospital. Those patients requiring surgery or intensive care are transferred to the Kennebec Valley Medical Center. Psychiatric care to patients in the Infirmary continues to be provided by the patient's psychiatric team.

N. Clinic: The Clinic serves as a medical support service to the psychiatric units, Nursing Home and Infirmary. It is responsible for coordinating referrals to medical specialties not provided at AMHI but represented by consulting medical staff, including podiatry and dental services. In addition, AMHI is required to maintain well equipped medical support facilities including an X-ray department, laboratory, pharmacy, physical therapy department and a dental hygienist.

O. Ancillary and Support Services: Chaplains, Volunteers, Staff Development, Library and a host of other specialized services augument the other treatment services available and add to the overall therapeutic environment.

P. Substance Abuse Project: AMHI benefits from the Alcohol Premium Fund in the form of services provided through contract with Crisis and Counseling, Inc. This expanded service contract provides staff support to our inpatient programs and in the area of aftercare. Three full-time staff are assigned to inpatient units and will provide services to the whole institute population, but the strong emphasis will be on the young adult population. Two additional persons will provide aftercare and community services to discharged patients.

PROGRAM: The past fiscal year, 1987, was a period of many changes at Augusta Mental Health Institute. A legislatively mandated medium security unit was added to the existing eight-bed unit to form a thirty-three bed Forensic Treatment Unit. This followed the establishment of the state-wide Forensic Evaluation Service to provide for independent forensic evaluation for the courts, including the review of any plans for release or modified release programs.

The adult psychiatric programs were also reorganized in February 1987 as outlined previously in this report. The reorganization reduces the amount of internal hospital transfers and folds two small units into their larger parent units. This, combined with some changes in our internal case management system, should have a positive impact on patients and their families.

At the same time, our patient population reached levels not seen since latter stages of deinstitutionalization in 1976. Admissions to AMHI were 1,226 compared to 1,129 last year, an increase of 97. The highest daily census was 398 which was 54 over our maximum capacity at that time of 344. Because of this burgeoning census and a rapid increase in admissions during the last half of the fiscal year, AMHI experienced a sharp decline in staff to patient ratio and severe overcrowding.

To alleviate this situation, Governor McKernan authorized AMHI to use projected salary savings to create additional limited period (temporary) positions until the Legislature had an opportunity to review a request for additional permanent positions combined with additional community based residential placements.

AMHI continues to be accredited by the Joint Commission on Accreditation of Hospitals (JCAH) and we are currently approved for continued participation in the Medicare program although there were significant deficiencies in our numbers of nurses in relation to our patient numbers and acuity. This causes us to be out of compliance with the nursing staff standard.

AMHI utilizes two Mental Health Program Coordinators to promote smooth entry into local community aftercare networks. These individuals serve the Portland area and the Augusta/Waterville area.

In addition, the sheltered and extended employment programs provided by our G.R.O.W. Industries program and the independent living training provided by our Alternative Living Program add significantly to our efforts in the reintegration of our patients into the main stream of society.

Because of the variety of programs offered at AMHI, we function as an important teaching resource for physicians, psychologists, social workers, nurses, occupational/recreational therapists, as well as for students in other health related areas. Formal educational programs include Grand Rounds which bring in nationally known experts, as well as state and local presenters to provide a fresh and stimulating professional environment. This combines with AMHI's secondary function as a site for presentations sponsored by the Department of Mental

Health and Mental Retardation, as well as providing a meeting site for the Maine State Alliance for the Mentally Ill, which encourages and strengthens that very productive relationship.

LICENSES, PERMITS, ETC.: None.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AUGUSTA MENTAL HEALTH INSTITUTE	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds**	**Highway Fund**	**Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	11,768,748	11,567,521	201,227			
Health Benefits	720,039	701,968	18,071			
Retirement	2,225,366	2,187,342	38,024			
Other Fringe Benefits	64,270	62,612	1,658			
Computer Services—State	10,165	10,165				
Other Contractual Service	959,965	896,974	62,436		555	
Rents	3,025	2,065	960			
Commodities	679,635	599,096	79,960		579	
Grants—Subsidies—Pensions	562,262	436,936	125,326			
Buildings and Improvement	12,370	12,370				
Equipment	140,165	120,169	19,696		300	
Transfers to Other Funds	2,950		2,936		14	
TOTAL EXPENDITURES	17,148,960	16,597,218	550,294		1,448	

BANGOR MENTAL HEALTH INSTITUTE

CHARLES MEREDITH, M.D., SUPERINTENDENT

Central Office: Hogan Road, Bangor *Telephone:* 941-4000
Mail Address: Box 926, Bangor, Maine 04401
Established: 1885 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 195; *Citation:* 34-B M.R.S.A., Sect. 3201
Average Count—All Positions: 534 *Legislative Count:* 556.5

Organizational Units:
- Institute Services
- Personnel
- Adult Psychiatric Program
- Rehabilitative Services
- Quality Assurance
- Program on Aging

PURPOSE: The mission of the Bangor Mental Health Institute is to diagnose, treat and improve the mental, social and physical health, and where appropriate, the vocational and economic usefulness of adults from the counties of Aroostook, Hancock, Penobscot, Piscataquis and Washington, who require intensive 24-hour psychiatric services. These services are provided without regard to race, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

The Bangor Mental Health Institute is part of a comprehensive system of mental health services in Northern and Eastern Maine which includes community mental health centers with multiple branch offices, community hospitals and private providers. It is the only hospital serving two-thirds of the state's geographic area that provides services for those mentally ill patients who cannot be managed in less restrictive settings, such as community mental health outpatient programs and community hospital inpatient programs, boarding homes, or nursing homes.

ORGANIZATION: The Bangor Mental Health Institute was established in 1901 as the Eastern Maine Insane Hospital. In 1913, it was redesignated the Bangor State Hospital, and in 1931, was placed within the Department of Health and Welfare. In 1939, the Hospital was placed under the Department of Institutional Service, now the Department of Mental Health and Mental Retardation. Its present name was established by the Legislature in 1973.

The Bangor Mental Health Institute is a 300-bed psychiatric hospital with 556.5 full-time equivalent staff positions authorized. The Institute is organized by specific functional treatment programs with 15 in-patient wards (units), two halfway houses and a specialized community residence located on the Institute grounds. The Adult Psychiatric Program consists of 158 beds (plus 12 temporary beds) which are located in eight residential programs organized into four units. Those units include an Admissions Unit which provides short term acute care and crisis management. The Skills Learning Program includes an intermediate program consisting of two wards for patients requiring psychiatric care up to one year and a Rehabilitation Program for longer stay patients, consisting of two wards. The Transitional Living Unit is located in a ward and also includes a halfway house program for patients preparing to leave the Institute. The Forensic Program (ward) provides treatment for persons found innocent by reason of mental disease, as well as persons admitted from jails and correction facilities. The Forensic Unit also accomplishes required evaluations. The Mt. Hope Avenue House provides care in a home like transitional setting for dually diagnosed patients who have not found placement within the Mental Retardation system and who may have coexisting psychiatric disabilities requiring treatment.

The Program on Aging consists of 130 beds in four units, each with two wards. The overall goal is to provide therapeutic patient centered gero-psychiatric rehabilitation promoting the optimal level of health consistent with the limitations of the aging process and leading to a less restrictive environment. Treatment philosophy is eclectic, designed to meet the combined emotional, social, and physical health needs of this varied population, and emphasizes acquisition of adaptive coping mechanism and skills learning in a supportive, normalized setting. Therapeutic Community Unit patients are primarily self-caring and exhibit a wide range of functional abilities and disorders, needing active psychosocial therapy and education to achieve improved behavior and movement to a less restrictive environment. Adaptive Living Skills Unit patients are functionally or cognitively impaired, needing remotivation to maintain or improve mental and physical status and needing a supportive environment to increase interpersonal communication, integrity, and control. Resocialization Unit patients are chronically mentally and physically impaired with regressive, confused and unpredictable behavior, needing close supervision, basic socialization and reality orientation to maintain social and ADL skills. Psychiatric Nursing Home Unit patients are extremely cognitively impaired, dependent in ADL, regressed psychosocially, and physically debilitated, needing restorative and rehabilitative nursing programs to enhance and maximize quality of life.

Major clinical departments providing clinical and administrative services are Office of the Superintendent, the Office of the Clinical Director, including psychiatrists and other medical specialists and consultants; the Department of Nursing, including Nursing Education; the Department of Psychology, and the Department of Social Work.

A number of other clinical departments provide essential services to patients including Medical Clinic, Dental Services, Lab, X-ray, Pharmacy, and Rehabilitative Services which include Chaplaincy, Occupational Therapy, Physical Therapy, Therapeutic Recreation, Education, Library and Volunteer Services.

Other administrative support departments include Quality Assurance, Personnel, and Support Services which include Business Office, Plant Maintenance, Dietary, Laundry, and Housekeeping. Staff Development Office organizes and coordinates staff training and education.

PROGRAM: Bangor Mental Health Institute (B.M.H.I.) continues to provide integrated mental health services as part of Maine's mental health system. In order to enhance linkages with community programs, B.M.H.I. Administration and staff have worked closely with the Community Health and Counseling Services Board and the Northern Tier Planning group. Other B.M.H.I. departments are also working to improve coordination of services with community programs such as Social Work with Aftercare to ease the transition of patients to the community; Rehabilitative Services with Growth Resource Center, Vocational Rehabilitation, Phoenix, Together Place, and Penobscot Valley Industries to expand and coordinate vocational services for mental health consumers, and Program on Aging professional staff working with Bureau of Maine's Elderly and Maine Health Care Association and the Citizens' Interest Group to provide increased communication and advocacy for improved mental health services for older citizens of Maine.

There has been a concerted focus over the past year on the transition of patients from the Institute to the community. The Autistic/Developmentally disabled patients program at B.M.H.I. moved in December, 1986, into a family style residence on Institute grounds and is located on Mt. Hope Avenue. The Program on Aging, in conjunction with the Citizens' Interest Group, transitioned eight geriatric patients into a new community located group home in June 1987.

Throughout the year there has been a substantial increase in transitional services, including community linkages and support and day programming for patients who are on leave, trial visit, or for recently discharged patients. The transitional focus has been, in part, a response to the burgeoning demand for limited bed space at B.M.H.I.

The Institute is accredited as a psychiatric hospital by the Joint Commission on Accreditation of Hospitals.

The Program on Aging again received renewed Medicaid certification as an Intermediate Care Facility (I.C.F.) of 130 beds, under applicable state and federal standards, this time with a deficiency-free survey.

The Benchmark Vocational Program has served over 100 B.M.H.I. patients over the past year and has undergone a series of revisions both in programs and staffing. Planning is currently underway for a new Benchmark building to be constructed on the grounds later this year.

One ward in the K Building (K-3) is currently undergoing extensive renovations and remodeling to provide an improved environment for in-patients.

The Psychiatric Rehabilitation Program at B.M.H.I. has continued to advance, with an additional group of ten staff trained this year and a new training program in P.O.A. in the planning phase.

The Institute also serves as the location for a number of state, regional, and local offices, including Environmental Protection, Office of Energy Resources, Worker's Compensation, Bureau of Taxation, Bureau of Mental Retardation—Region II, Pre-Release Center, and Inland Fisheries and Wildlife.

LICENSES, PERMITS, ETC.

Nursing Assistant Certificates
Medication Assistant Certificates

PUBLICATIONS:

Patient's Handbook—B.M.H.I.	(Free to citizens, patients)
Staff Handbook	(Free to staff)
Patients' Rights Manual	(Free to citizens, patients)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BANGOR MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,414,285	10,388,570	22,215		3,500	
Health Benefits	629,492	627,470	1,792		230	
Retirement	1,984,408	1,980,034	3,768		606	
Other Fringe Benefits	44,671	44,268	392		11	
Computer Services—State	5,277	5,277				
Other Contractual Service	759,796	739,721	18,530		1,545	
Rents	42,037	42,037				
Commodities	555,847	445,160	110,671		16	
Grants—Subsidies—Pensions	445,399	433,223	12,176			
Equipment	180,096	178,037	2,059			
Interest—Debt Retirement	312	277	35			
Transfers to Other Funds	837		795		42	
TOTAL EXPENDITURES	15,062,457	14,884,074	172,433		5,950	

BUREAU OF CHILDREN WITH SPECIAL NEEDS

ROBERT N. FOSTER, DIRECTOR

Central Office: State Office Bldg., Augusta, 4th Floor *Telephone:* (207) 289-4250
Mail Address: Statehouse Station #40, Augusta, Maine 04333
Established: 1985 *Sunset Review Required by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 472; *Citation:* 34-B M.R.S.A., Sect. 6204
Average Count—All Positions: 34.5 *Legislative Count:* 34.5

PURPOSE: The Bureau's legislative mandate is to serve "children in need of treatment," with particular reference to children aged "0 to 5 years who are developmentally disabled or who demonstrate developmental delays," and to children aged "6 to 20 years who have treatment needs related to mental illness, mental retardation, developmental disabilities or emotional and behavioral needs that are not under current statutory authority of existing state agencies." Through the development of definitions, explicit statements of departmental priorities and procedures, the conduct of needs assessments and program evaluations, and the presentation of specific children's service plans to biennial sessions of the Legislature, the Bureau is charged with expanding and improving services to Maine children with special needs who comprise its clients, and to their parents.

ORGANIZATION: The Bureau of Children with Special Needs came into existence in September, 1985, as the result of action by the first session of the 112th Maine Legislature. It succeeds the Office of Children's Services, established in 1973 by administrative action of the department. With the creation of the new bureau, the development and delivery of children's services was elevated to equivalent status and visibility with the department's other two main organizational units—the Bureau of Mental Health and the Bureau of Mental Retardation. Financial and staff resources of these two bureaus relating to children have been reassigned to the Bureau of Children with Special Needs; in addition, the Infant Development Center in South Portland and the Elizabeth Levinson Center (an intermediate care facility for severely handicapped children) in Bangor joined the Military-Naval Children's Home, in Bath, as programs under the administrative jurisdiction of the Bureau.

PROGRAM: During 1986-87, grants developed or administered by the Bureau of Children with Special Needs totaled approximately $4,600,000. Services purchased through these grants fall primarily into the following categories, with the figures in parentheses representing the approximate proportion of these services to the total budget:

Residential Treatment Services (22%)
Day Treatment Services (5%)
Family Intervention & Support Services (18%)
Early Intervention Services (17%)
Mental Health Services (38%)

In the majority of instances, funds from the Bureau are combined with those of other children-oriented programs or agencies, such as public schools, the Department of Human Services, the Department of Corrections, the Department of Educational and Cultural Services, and the Developmental Disabilities Planning Council. As a result, a major focus of the bureau's central office is devoted to continuation and strengthening of Maine's successful ten-year effort to coordinate child and family services between state agencies, represented by the Interdepartmental Committee.

Approximately 2500-3000 children receive services in programs assisted by Bureau grants. Competitive federal grants are also obtained. At present the Bureau administers a national demonstration grant from the Administration on Developmental Disabilities to develop a statewide respite care network, and a Child and Adolescent Service System Program grant from the National Institute of Mental Health.

Major efforts during the current year focused on the reorganization of children's services within the department. On the day the enabling legislation became effective, the Office of

Children's Services with a staff count of 3.5 and a total appropriation of some $2,000,000 became a major Bureau with responsibilities for a total staff of 109 and total appropriations and allocations of more than $7,500,000. The past year has been devoted to staff recruitment and training, development of policies and interagency agreements, development of planning and budgeting mechanisms, of contract negotiations, and public information and education.

Action by the 113th Legislature appropriated funds to and permits the Bureau to provide an array of services to assist families in maintaining their children with disabilities in their own homes. In addition to family support, major Bureau priorities in the coming year include working towards the development of an appropriate and responsive service network for children with serious emotional impairments.

PUBLICATIONS:

Bureau of Children with Special Needs Biennial Plan (1987-88)

A Study of the Reported Adequacy of Behavior Stabilization Services for Pre-adolescents in Maine.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CHILDREN WITH SPECIAL NEEDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	692,492	692,492				
Health Benefits	40,833	40,833				
Retirement	120,317	120,317				
Other Fringe Benefits	4,964	4,964				
Computer Services—State	37	37				
Other Contractual Service	192,897	192,897				
Rents	12,087	12,087				
Commodities	9,842	9,842				
Grants—Subsidies—Pensions	4,758,578	3,780,287			978,291	
TOTAL EXPENDITURES	5,832,047	4,853,756			978,291	

OFFICE OF COMMUNITY SUPPORT SYSTEMS

SUSAN WYGAL, DIRECTOR

Central Office: State Office Bldg.; *Floor:* 4 *Telephone:* 289-4238
Mail Address: Statehouse Sta. #40, State Office Building, Augusta, Maine 04333
Established: January 16, 1984
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 249; *Citation:* 34B M.R.S.A., Sect. 3004

PURPOSE: The Office of Community Support Systems was established to promote and support the development, implementation and management of comprehensive systems of services for persons with chronic mental illness and to ensure the integration and maintenance of a decent quality of life for such persons through the development of community support service systems in the local mental health service areas.

ORGANIZATION: The Office of Community Support Systems within the Bureau of Mental Health was established in January 1984, evolving from the federally-funded Community Support Systems Project, part of a national initiative to assess, plan, and develop community support systems for persons discharged from state psychiatric hospitals. As community-based services to chronically mentally ill persons became a more predominant direction within the mental health system, the scope of these services grew to encompass a broader population including persons with chronic mental illness who may have been institutionalized only briefly, or not at all. The Director of the Bureau of Mental Health appoints, consistent with Personnel Law, the Director of the Office. The Regional Program Coordinators, who work in the regional mental health service areas, report to the Director. Crisis Stabilization Program Staff report to the Regional Program Coordinators.

PROGRAM: The Office of Community Support Systems (OCSS) works directly with consumers of mental health community support services and their families. Through technical assistance, staff support and contracts, OCSS has promoted the development of twelve family support and advocacy groups as well as the statewide chapter of the National Alliance for the Mentally Ill. Through funding and technical assistance, OCSS has promoted the growth of consumer self-help groups throughout the state which meet through statewide teleconferencing.

Staff of the Office of Community Support Systems also provide technical assistance and training to provider agencies and organizations either directly or through conferences, workshops, or other types of training and development activities. This enables providers to improve service delivery and design new programs. For example, OCSS, as part of its focus on the housing and vocational needs of mentally ill persons, sponsors annual housing and vocational conferences which bring providers together to share programs and ideas and learn about innovations in those fields.

FY 85 notably marked the establishment of three Crisis Stabilization Program sites which continue to provide in FY 87 around the clock crisis intervention services and short-term emergency and respite housing services to mentally ill persons to avert institutionalization. The Legislature appropriated funds for FY 87 for a fourth site in the Lewiston-Auburn area, through a contract with a local provider and with OCSS oversight.

OCSS also works with local and regional groups to conduct needs assessment and planning for service system development and to monitor existing services.

Goals and objectives for OCSS are contained in the State mental health report which is updated annually by the Bureau of Mental Health.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Mental Health.

DEVELOPMENTAL DISABILITIES OFFICE

SUSAN B. PARKER, COMMISSIONER
PETER R. STOWELL, EXECUTIVE DIRECTOR

Central Office: State Office Building, Augusta; *Floor:* 4 *Telephone:* 289-4213
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191D; *Citation:* 34B M.R.S.A., Sect. 1211
Average Count—All Positions: 3 *Legislative Count:* 2

PURPOSE: The Department of Mental Health and Mental Retardation is designated as the sole agency of the State to administer any statewide plan for the construction, equipment, maintenance or operation of any facility for the provision of care, treatment, diagnosis, rehabilitation, training or related services; which plan is required under provision of PL 98-527, "The Developmental Disabilities Act of 1984."

The Developmental Disabilities Office provides staff support to the Maine State Planning and Advisory Council on Developmental Disabilities. The Developmental Disabilities Office assists the Council in improving and enhancing the network of services available to developmentally disabled persons of all ages in Maine.

ORGANIZATION: The Department of Mental Health and Mental Retardation is designated as the Administering agency for the Developmental Disabilities Council by 34B M.R.S.A. 1211 para. 4.

The Office is composed of an Executive Director, a Developmental Disabilities Planner, Consumer Education Coordinator, and a Secretary.

The staff assists The State Planning and Advisory Council on Developmental Disabilities in examining the issues germane to the Council's mission and purpose.

PROGRAM: Please reference the State Planning and Advisory Council on Developmental Disabilities.

PUBLICATIONS:

All FREE (limited availability on asterisked items)

- —DD Dispatch (The Council's Bi-monthly newsletter)
- —Insights: A Handbook for Parents of Children with Disabilities (Fourth Edition)*
- —Three-year State DD Plan 1987-89*
- —Jargon and Acronyms: A Booklet of Descriptions and Definitions
- —Special Education for Parents: Rights and Responsibilities
- —Just Like Me: Disability Awareness Activities
- —Perspectives: Looking at Maine's Planning & Advisory Council on Developmental Disabilities

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are included with those of the Bureau of Mental Retardation.

ELIZABETH LEVINSON CENTER

ROBERT DURGAN, Ph.D., DIRECTOR

Central Office: 159 Hogan Rd., Bangor *Telephone:* 941-4400
Mail Address: 159 Hogan Rd., Bangor, Maine 04401-5697
Established: September 23, 1971 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 200; *Citation:* 34B M.R.S.A., Sect. 6252
Average Count—All Positions: 57 *Legislative Count:* 58

PURPOSE: The Elizabeth Levinson Center serves severely and profoundly retarded children, ages birth to twenty (20) in a combined residential and training program. Referrals for admission come through the Bureau of Mental Retardation regional offices and Bureau of Children with Special Needs located throughout the state.

The primary purpose of the Center is Respite Care, Evaluation and Training for severely and profoundly retarded children. The purposes of the Center are:

1. Provision of Emergency Respite Care and Respite Care for families with severely and profoundly retarded children.
2. Provision of residential and program services for severely and profoundly retarded children.
3. Provision of contracted training. This program provides a family and their child with six months (renewable) training and residential services. This program provides parents with specific evaluations and training methods or elimination of negative behaviors which may prevent that child from taking part in community and school programs.
4. Provision of short-term evaluation services of severely and profoundly retarded children resulting in recommendations for future program developments.
5. Support placement of severely retarded children in the community.
6. Provision of early intervention program for developmentally disabled children, birth to five years. Includes center-based and home-based services and consultations.

ORGANIZATION: The Elizabeth Levinson Center was created in 1971 as the Regional Care Facility for the Severely and Profoundly Mentally Retarded at Bangor as an institution under the supervision of the director of the Bureau of Children with Special Needs and under the overall supervision of the Department of Mental Health and Mental Retardation. Its name was changed to the Elizabeth Levinson Center in 1973. The majority of the direct care staff are State employees; medical, dental and hospital services are provided by the community.

PROGRAM: The Center continues to provide residential and training programs to severely and profoundly retarded children and their families.

The Elizabeth Levinson Center accepts referrals for admission from the six regional offices of the Bureau of Mental Retardation and Bureau of Children with Special Needs. A regional office case worker and Center social worker makes an intake visit to the family and present the case for consideration to the Admissions Committee (made up of professional staff, representatives of various disciplines, parents and public school personnel). A Service Contract is written stating goals, responsibilities of the parties, and date of discharge. An Individual Program Plan (IPP) is developed and program reviews are conducted monthly or quarterly, depending on the Service Agreement Contract. Throughout the child's residence, parents are actively involved with their individual program in order to mitigate the separation adjustment and to increase the potential of transition into the home once the child is discharged.

Activities of note include expanded outreach services and assistance to families in rural areas, expanded in-service training for Bureau and Center staff, increased Center involvement in public school staff training and the provision of training to community provider agencies.

The Center offers an Early Intervention Program providing Center-based and home-based services to children birth to five years of age. Consultation with Preschool Coordination sites is also available.

Education programs for school age children are now provided by attending local school programs in the Bangor and Brewer area.

PUBLICATIONS: (Free)
Elizabeth Levinson Center Brochure

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELIZABETH LEVINSON CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,049,820	1,049,820				
Health Benefits	63,352	63,352				
Retirement	198,932	198,932				
Other Fringe Benefits	6,339	6,339				
Other Contractual Service	93,607	84,059			9,548	
Rents	4,823	4,823				
Commodities	43,842	41,435			2,407	
Grants—Subsidies—Pensions	108,944	108,944				
Equipment	18,080	15,740			2,340	
Transfers to Other Funds	136				136	
TOTAL EXPENDITURES	1,587,875	1,573,444			14,431	

BUREAU OF MENTAL HEALTH

RONALD S. WELCH, ACTING DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4230
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333 TTY: 289-2000
Established: 1959 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 193; *Citation:* 34B M.R.S.A., Sect. 3001
Average Count—All Positions: 1,079.5 *Legislative Count:* 1,125
Organizational Units:
Mental Health Advisory Council
Interstate Compact on Mental Health
Office of Community Support Services

PURPOSE: The Bureau of Mental Health is responsible for the direction of mental health programs in the institutions within the Department and for the promotion and guidance of community mental health programs within the State. In addition, the Bureau is empowered to expand community mental health services, to encourage participation in these programs by residents of the communities and to secure State and local financial support for the programs. To implement the community programs, the Bureau cooperates with other State agencies, municipalities, persons, unincorporated associations and non-stock corporations. In the name of the Department of Mental Health and Mental Retardation, it may adopt and promulgate rules, regulations and standards relating to the administration and licensing of the services authorized, and make financial grants to be used in the conduct of mental health services. The Director of the Bureau is also administrator of the Interstate Compact on Mental Health, which provides the legal basis for the interstate transfer of hospitalized patients when it is to the benefit of the patient, his family and society as a whole, disregarding the legal residence of the patient. The Bureau is also mandated to promulgate rules aimed at protecting and enhancing the rights of recipients of mental health services.

ORGANIZATION: The Bureau of Mental Health was created in 1959 to provide centralized direction and administration for mental health programs in Maine. The Commissioner of Mental Health and Mental Retardation appoints, subject to Personnel Laws and with the advice of the Mental Health Advisory Council, the director of the Bureau of Mental Health. Legislation relative to Maine's participation in the Interstate Compact on Mental Health was enacted in 1957.

PROGRAM: The Bureau of Mental Health is primarily engaged in promoting an effective, integrated, and coordinated comprehensive mental health care system. The Bureau's goals and objectives are contained in a State mental health report which is updated annually. The Mental Health Advisory Council reviews and advises the Commissioner on the development and content of the report. Goals included maintaining and improving the quality of both the institutional and community components of the comprehensive system. Priority for services was established for persons with severe and persistent mental illness, elderly persons, and deaf persons. Major objectives were accomplished through the continued and increasing cooperation and coordination of the various components of the service delivery system.

During FY 87 several major activities and accomplishments occurred. Through its Deaf Services Coordinator, the Bureau has focused on improved and expanded services to deaf persons in Maine. Accomplishments involved the development of a specialized therapeutic community residential program, with an associated apartment-model program, as well as improved in-patient services, and continuing education and consultation activities. The Bureau's Elderly Services Coordinator oversaw the implementation of two new Federal grants to provide inservice training to nursing and boarding home personnel and to provide consultation services and client functional assessments in such facilities. The Bureau also received a large Federal grant to study the life course of persons who have been discharged from the areas of emergency services, housing, and socialization, especially for persons with severe and persistent mental illness. The Bureau worked closely with families with mentally ill members and encouraged the development of family support and advocacy groups.

The Bureau has continued to improve accountability for resources through its performance contracting system. Specific accomplishments include the promulgation of regulations providing for uniform cost identification and principles of reimbursement for community mental health services. The Bureau also implemented a new client reporting system for large mental health providers, which will be expanded to other providers and will continue to be improved in the upcoming year. In another area of accountability, new licensing standards for mental health programs were promulgated, and a patient rights monitoring system was established in both the institutional and community systems.

The Office of Community Support Systems has continued to promote and support the development and improvement of comprehensive, coordinated community support systems for persons with severe and persistent mental illness. These efforts have primarily focused on the development of needed housing, vocational, and crisis services. The Office continued to manage crisis stabilization programs at three sites. In the last fiscal year, the Office also worked with a community agency to develop a fourth crisis intervention program in the Lewiston-Auburn area.

Maine has provided leadership in several areas of mental health policy during this past year. The Maine mental health system was named in a national evaluation survey released during FY 87 as among the top three or four systems in the country with respect to its institutional and community services for people with the most severe mental illnesses. The Bureau will continue in the upcoming year to work on a broad range of unmet needs, particularly in the area of housing and vocational services.

LICENSES, PERMITS, ETC.

License:

Agencies for the Provision of Mental Health Services

1. Aroostook Mental Health Center
2. Valley AMI Center
3. Community Health & Counseling Services
4. St. Michael's Center
5. Blue Hill Memorial Hospital, Inc.
6. Three Hudson Street
7. The Together Place, Inc.
8. Families United of Washington County
9. Opportunity Housing, Inc.
10. Kennebec Valley Mental Health Center

11. Motivational Services, Inc.
12. Kennebec Valley Regional Health Agency
13. Kennebec-Somerset Home Aide Services
14. Crisis and Counseling Centers, Inc.
15. Youth & Family Services, Inc.
16. Tri-County Mental Health Services
17. 100 Pine Street
18. Maine Medical Center Community Mental Health Center
19. Spurwink School-Day Treatment
20. Western Maine Counseling Service
21. Amity Center
22. Shalom House, Inc.
23. Ingraham Volunteers
24. Holy Innocents Home Care Service
25. Community Health Services, Inc.
26. Community Counseling Center
27. Residential Services for the Deaf
28. Marriage & Family Counseling
29. York County Counseling Services, Inc.
30. Bath-Brunswick Mental Health Association
31. Dirigo Resources, Inc.
32. Mid-Coast Mental Health Center
33. Home Counselors, Inc.
34. Androscoggin Home Health
35. Creative Health Foundation

Licensed by Interdepartmental Licensing Committee

36. The Homestead Project, Inc.
37. Youth Alternatives of Southern Maine
38. The Spurwink School
39. Sweetser Children's Home

PUBLICATIONS:

Annual mental health reports (most recent, 86-87)
Rights of Recipients of Mental Health Services
Your Rights as a Psychiatric Inpatient in Maine
Service Definitions for the Prevention and Treatment of Mental Health Disorders
Mental Health Licensing Review Protocol
Guardianship
Report of the Task Force on Mental Health Services to Elderly Persons
Mental Health Services in Maine Series:
  Vocational Programs in Maine for Individuals with Psychiatric Disabilities
  Alternative Mental Health Residential Programs in Maine
  Mental Health Consumer Organizations and Social Clubs
  Family Self-Help Support Groups in Maine
  Comprehensive Mental Health Agencies in Maine
  State of Maine Mental Health Institutes
  Mental Health for Maine's Elderly
Available to interested individuals by contacting the Bureau.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	799,702	361,870	22,343		415,489	
Health Benefits	40,908	17,260	967		22,681	
Retirement	134,164	61,439	3,830		68,895	
Other Fringe Benefits	3,580	1,765	76		1,739	
Computer Services—State	478				478	
Other Contractual Service	737,474	107,295	367,691		262,488	
Rents	15,151	11,001			4,150	
Commodities	82,118	79,759			2,359	
Grants—Subsidies—Pensions	8,815,463	7,372,928	83,284		1,359,251	
Equipment	2,841				2,841	
Transfers to Other Funds	26,729		8,306		18,423	
TOTAL EXPENDITURES	10,658,608	8,013,317	486,497		2,158,794	

BUREAU OF MENTAL RETARDATION

BETSY J. DAVENPORT, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4242
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: July 1, 1969 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 197; *Citation:* 34-B M.R.S.A., Sect. 5201
Average Count—All Positions: 934 *Legislative Count:* 951.5

PURPOSE: The Bureau of Mental Retardation was established to assure that services and programs available to the citizens of Maine are equally available to individuals with mental retardation and individuals with autism and their families. The Bureau is responsible for the direction of mental retardation programs in State institutions and for the planning, promotion, coordination and development of the complete and integrated statewide community programs for persons with mental retardation. The Bureau serves as liaison, coordinator and consultant to several state departments in accomplishing the provision of such comprehensive services. It also serves as Public Guardian and/or Conservator for citizens with mental retardation in need of this service.

ORGANIZATION: The Bureau of Mental Retardation was established in 1969. Central Office staff include a Director, a Manager of Field Operations, a Manager of Resource Development, a Guardianship Program Manager, a Quality Assurance Manager, Management Analysts and clerical support. The Bureau is responsible for the operation of Pineland Center and Aroostook Residential Center. The Bureau operates a residential and workshop training center in Freeport. In addition, community mental retardation programs are supported through grants by the Bureau to private, non-profit agencies. Administratively, the State has been divided into six regions with an Administrator in each. Community case management staff assist individuals in obtaining services, assist agencies in securing finances and developing programs, review all cases referred to and from institutions and provide program planning services to clients.

PROGRAM: During FY 87, the Bureau has continued its commitment to having parents and providers involved in the development of plans statewide as well as task groups and committees. A long range planning strategy was established during 1987 which will begin in July 1987 with the convening of a long range planning committee. Members of this committee include parents, service providers and BMR staff from across the state.

Transition services to young adults who are preparing to leave school and enter employment or adult services continued to be a major focus during FY 1987. An interagency committee (Committee on Transition) was established to coordinate on policy and service direction for transition services. The Bureaus represented on the Committee combined resources and issued a request for proposals in order to continue the development of needed services.

Respite care for clients who reside with their natural families also received additional attention. Development began for a 3-person children's respite center in the greater Bangor area. Final planning was completed for an adult respite center in Southern Maine.

Support to Boards of Directors was a major emphasis during the past year. Five training sessions were offered for members of boards of directors and executive directors. The training was sponsored as a joint venture of BMR and the Bureau of Rehabilitation.

The Home and Community-Based Waiver program renewal request was submitted to the Health Care Finance Administration in order to continue to serve the 400 persons currently receiving waiver services and to add 60 new people to the program.

Goals for next year include continuing to formulate cooperative working agreements with other state agencies in order to assure effective service delivery to clients of the Bureau, and the continued involvement of parents and providers in establishing the direction of the Bureau in order to have a broader input into the organization and services offered by the Bureau.

PUBLICATIONS:

The Maine Approach
Directory of Programs Serving Maine Citizens with Mental Retardation
Pineland Consent Decree (Appendices A & B)
Questions and Answers on Guardianship

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL RETARDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,411,650	3,217,224			194,426	
Health Benefits	190,512	179,268			11,244	
Retirement	583,015	549,995			33,020	
Other Fringe Benefits	21,634	20,561			1,073	
Computer Services—Comm.	744	744				
Computer Services—State	25	25				
Other Contractual Service	851,275	767,906	1,855		81,514	
Rents	99,732	99,044	31		657	
Commodities	36,814	32,210	3,075		1,529	
Grants—Subsidies—Pensions	9,946,596	8,933,712			1,012,884	
Equipment	9,043	4,595	800		3,648	
Interest—Debt Retirement	1	1				
Transfers to Other Funds	4,687		146		4,541	
TOTAL EXPENDITURES	15,155,728	13,805,285	5,907		1,344,536	

MILITARY AND NAVAL CHILDREN'S HOME

JOHN W. McCARTHY, SUPERINTENDENT

Central Office: 103 South Street, Bath *Telephone:* 443-4251 or 443-9575
Mail Address: 103 South Street, Bath, Maine 04530
Established: February, 1866 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 209; *Citation:* 34 M.R.S.A., Sect. 2951
Average Count—All Positions: 13 *Legislative Count:* 13

PURPOSE: The Military and Naval Children's Home is declared to be a state institution, the purpose of which is the short term shelter and care of children, ages 5-18, of this State who for a variety of reasons are unable to stay with their families. Most reasons for placement fall under the general categories of lack of appropriate alternative shelter and care, potential or actual abuse or neglect, and family crisis and upheaval. Subject to the approval of the Superintendent, a child may remain in the Home beyond the age of eighteen to complete all or a part of an educational or training program.

ORGANIZATION: The Military and Children's Home, originally called the Children's Asylum, was founded in 1864. The Home was established as a State institution called the Bath Military and Naval Orphan Asylum by a Private and Special Law of 1866, and until 1929, supervision of the Home was vested in Trustees. The Home received its present name in 1929 when it was placed under the Department of Health and Welfare. In 1939 it was transferred to what is now the Department of Mental Health and Mental Retardation.

The program receives referrals for admittance to the Home from a wide variety of sources: The Department of Human Services, school social workers, juvenile intake officers, ministers and parents seeking voluntary placement of children. All referrals are received by the Superintendent of the Home and reviewed in consultation with the Bureau of Children with Special Needs, Department of Mental Health and Mental Retardation, and such agencies or parents as may be involved in the placement. The admissions procedure also requires the completion of a program application, appropriate authorizations, releases, acknowledgements, appropriate historical information, medical information, behavioral summaries; clearly written plan summarizing program commitment for all concerned, services to be provided, and plans for discharge. All planning is reviewed a minimum of every three months or as needed. The child remains at the Home until the situation that necessitated placement is resolved or the family or legal guardian indicates that the child is to be returned home or to an acceptable placement.

PROGRAM:

The Military and Naval Children's Home is developing new programs, policies, procedures and philosophies of child care management as social change moves the Home from a history of custodial care to a required emphasis on the therapeutic management and facilitation of personal growth and development for residents. All children displaced from their families carry a degree of emotional disturbance to their placement at the Military and Naval Children's Home. The pervasive themes of physical and sexual abuse, family violence, alcoholism, and chemical abuse mark a majority of the children placed in the Home.

Care is given during intake to accept those children who can benefit from services at the Home and to refer children requiring either less restrictive programming (many parents are encouraged to keep children in their home and are directed to local community resources which can help accomplish this objective) or more intensive programming at other institutions.

No child is refused appropriate services at the Home because of financial reasons. Payment for services is on a sliding scale.

A Board of Visitors has been established to assist in the development of policy and program changes, and to monitor the progress of the Home. The Commissioner of the Department of Mental Health and Mental Retardation appoints members to this 9-member Board of Visitors.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY AND NAVAL CHILDREN'S HOME	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	255,680	255,680				
Health Benefits	11,328	11,328				
Retirement	52,708	52,708				
Other Fringe Benefits	1,479	1,479				
Other Contractual Service	22,501	22,501				
Commodities	9,134	9,134				
Grants-Subsidies-Pensions	15,383	15,383				
Equipment	4,461	4,461				
TOTAL EXPENDITURES	372,674	372,674				

PINELAND CENTER

SPENCER A. MOORE, Ed.D., SUPERINTENDENT

Central Office: Pineland Center, New Gloucester, Maine *Telephone:* 688-4811
Mail Address: Box E, Pownal, Maine 04069-0902

Established: March 6, 1907 *Sunset Review Required by:* June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 198; *Citation:* 34-B M.R.S.A., Sect. 5402

Average Count—All Positions: 675 *Legislative Count:* 688.5

Organizational Units:
Residential Services
Program Support Services
Volunteer Services
Personnel
Staff Development
Case Management Services
Medical Support Services
Institutional Support Services
Psychological Services

PURPOSE: Pineland Center, a comprehensive center for the developmentally disabled, provides training, education, treatment and therapeutic care for persons who are mentally retarded. It is part of the comprehensive network of community and institutional services provided by the Bureau of Mental Retardation. The primary objectives are delivered through multiple components to ensure the level of client services, to maintain compliance with the Consent Decree, and to fulfill the Intermediate Care Facility/Mental Retardation Residential and Developmental Training Center regulations.

Specific objectives to achieve the most appropriate level of training, education, treatment and care for each client are as follows:

a. To provide residential treatment, both long and short term, which emphasizes training in dressing, grooming, eating, toileting and other activities of daily living;
b. To provide medical and psychological treatment which maintains or improves the residents' physical or psychological status;
c. To provide a thorough evaluation and treatment program of physical, occupational, communication, psychological and recreation therapies to maintain or increase residents' levels of independence with skills and behaviors;
d. To provide a total treatment program based on residents' needs through the Individual Program Plan (I.P.P.);
e. To provide a structured day program to accomplish specific training and education as directed by the I.P.P.;
f. To provide resident information to families, guardian and correspondents;

g. To provide out-patient diagnostic and evaluation services;
h. To provide the least restrictive residential and treatment program on a continuum from institutional placement through community placement; and
i. To provide adequate preparation for staff involved with the training, education, treatment and care of long and short term residents.

A more general purpose is to provide preventive services through genetic counseling and public education, and to serve as an educational and informational resource to interested and concerned agencies, groups and individuals on a statewide basis, on all aspects and problems of mental retardation.

ORGANIZATION: Pineland Center, located in the town of New Gloucester in Cumberland County, was established in 1907 as the Maine School for the Feeble Minded, governed by a Board of Trustees. In 1925, the name of the institution was changed to Pownal State School. The Board was replaced by a committee of the Department of Health and Welfare in 1931, which governed the institution until 1939 when it was placed within the then Department of Institutional Services. This department later became the current Department of Mental Health and Mental Retardation. This institution's current name, Pineland Center, was authorized by the Legislature in 1973.

Pineland Center provides comprehensive education, training and residential care to 280 Maine citizens with mental retardation. Twenty-three residential units ranging in size from 6 to 16 beds offer a normalized and home-like living environment. Pineland Center also operates two community-based ICF/MR group homes in Freeport which accommodate a total of 12 clients. Structured day programming is provided through five developmental training centers located at Pineland Center and the Marti Wuori Sheltered Workshop in Freeport. This sheltered workshop was expanded to serve 20 additional clients in the Fall of 1985 and serves 65 enrollees per day. In addition to the day programming for 280 residential clients, 26 day students or sheltered workshop client employees participated in work and developmental activities.

Additionally, Pineland offers a variety of services to many other mentally retarded persons who are not court certified for admission:

a. Respite and Temporary Care providing short term stays for respite care, medical examination, analysis and treatment and emergency restraints;
b. Outpatient Services, including dental, genetic, medical, x-ray and laboratory testing; and
c. Community Education, Information and Consultative Services.

PROGRAM: Pineland Center has received full accreditation from the Joint Commission on Accreditation of Hospitals; it also received renewal of Certification as an Intermediate Care Facility-Mental Retardation (ICF-MR), thus assuring the highest levels of care and training.

The Center continued its comprehensive programs of education, training, nursing and medical care in a normalized and homelike living and teaching environment.

The census of this past year remained in the low to mid 270's. There were 46 community placements made, with 4 returning to Pineland Center. During the year there were 41 new judicial certifications. Of the total 119 admissions to Pineland Center, 37 were for respite care, 73 were for emergency restraint, 3 were for medical reasons, and 2 were involuntary. The continued high use of the Behavior Stabilization Unit for short term, intensive intervention in assisting community-based programs and individual families in the management of behaviorally disruptive clients is reflected in the admissions data. These emergency admissions represented 61 percent (61%) of all admissions to Pineland Center during this past year.

Pineland's outpatient services were maintained, making diagnostic, evaluative and treatment services available to retarded persons statewide, for the assistance of their parents, guardians or other caretakers. Such programs included dental clinic services, medical evaluations, special clinics (orthopedic, scoliosis), electrocardiogram, X-ray, laboratory work and genetic chromosome analysis, as well as communications, occupational therapy, physical therapy, psychology, and others. The dental clinic with 1,800 units of service, maintained its offices for outpatients at Pineland and also conducted an active outreach program, bringing dental services for the retarded to other locations through the state. X-ray services for visiting outpatients totaled 261, while the laboratory, in addition to its work for retarded outpatients, performed 717 biochemical and microbiological tests for individuals at other state facilities.

Pineland Center continued to expand its role as a training and resource center. Staff from the Bureau of Mental Retardation's regional offices and community providers routinely attend training programs offered at Pineland. In January, 1987, 14 people (8 from Pineland and 6 from BMR Regional Offices) were trained as trainers in the Mandt System, an approach to working with non-aggressive and aggressive persons. These trainers have provided the Mandt training to others both at Pineland Center and throughout the state. Orientation for new Pineland employees was substantially changed and expanded. All new employees now receive one day of Mandt Training, CPR, and verbal intervention techniques as part of their orientation. Additionally, all new mental health workers receive the classroom portion of the CNA training as part of orientation. Other major training programs offered at Pineland Center during FY 87 included: Myer-Briggs Type Indicator; a series of client assessments and training programs on low vision problems; a health series presented by Eileen Batement, M.A., B.S., R.N.; training on self-injurious and aggressive behavior by Nathan Azrin, Ph.D.; a workshop on functional programming presented by Joanne Putnam, Ph.D., from UMF; Systematic Training for Effective Parenting course; and training on Orthopedics in Mental Retardation presented by Dr. Clifford Craig. Grounds wide training programs were presented on the new IDT process, residents' rights refresher, and handwashing/infection control.

Books, journal articles and audio-visual materials from Pineland's Library were loaned to individuals and facilities throughout the state. One hundred and forty-two literature searches were done for Pineland and BMR staff; more than 600 inter-library loan requests were filled. A substantial gift of more than 150 books from the library of Dr. Gilbert Grimes was donated to the Pineland Center Library through Central Maine Medical Center.

PUBLICATIONS:

Pineland Center Maps & Directions	No Charge
Technical Manuals (assorted)	Cost of reproduction
Appendix "A" Pineland Center Standards	No Charge
Rights of the Retarded (A Summary of the Consent Decree)	No Charge
A Brief History of Pineland Center	No Charge
Pineland Center Training Catalogue	No Charge
Pineland Center Assessment Tool	No Charge
Pineland Observer	No Charge
Pineland Communicator	

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PINELAND CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	12,333,337	12,323,727	6,314		3,296	
Health Benefits	807,675	807,128	102		445	
Retirement	2,405,674	2,403,887	1,061		726	
Other Fringe Benefits	59,779	59,726	31		22	
Computer Services—State	5,409	5,409				
Other Contractual Service	810,230	725,836	84,394			
Rents	23,062	22,196	866			
Commodities	373,224	370,072	2,705		447	
Grants—Subsidies—Pensions	946,694	946,694				
Equipment	215,605	208,695	6,910			
Interest—Debt Retirement	153	153				
Transfers to Other Funds	584		569		15	
TOTAL EXPENDITURES	17,981,426	17,873,523	102,952		4,951	

PUBLIC INFORMATION OFFICE

RALPH LOWE, DIRECTOR OF INFORMATION AND PUBLIC AFFAIRS

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4212
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 1911; *Citation:* 34-B M.R.S.A., Sect. 1204
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The purpose of the administratively established Office of Information and Public Affairs is:

a. To inform the general public of programs and services provided by the department and to provide information in an effort to eliminate the harmful stereotypes which have prohibited mentally ill and mentally retarded individuals from community participation;
b. To assure that the department is attuned to public needs and attitudes in order to respond appropriately; and
c. To coordinate the most comprehensive volunteer effort in state government in order to enhance services to clients through increased community awareness and participation.

ORGANIZATION: The Office of Information and Public Affairs is located within the Program Services Division. The Director is responsible for:

a. Preparing news releases concerning events within the department;
b. Maintaining daily contact with the news media;
c. Preparing educational brochures regarding departmental services for public distribution;
d. Preparing daily news summary for departmental officials;
e. Functioning as legislative liaison;
f. Consulting and advising the Volunteer Services Coordinators from the institutions; and
g. Organizing honors recognition ceremonies for volunteers from the various programs who have made outstanding contributions to the volunteer effort.

PROGRAM: During the second half of 1986 and through the first six months of 1987, the Office of Information and Public Affairs was involved in informational activities both regionally and statewide. The Office assisted in the following efforts:

1. Announced the formation and purpose, along with the names of its members, of a special statewide Task Force on Self-Destructive Behaviors and Teen Suicide to deal with the mental health problems considered among Maine's most urgent priorities.
2. Announced the return of Lois R. Webb, nationally-recognized authority in case management techniques, to conduct a two-day Casework Supervision Advanced Seminar to sharpen supervisory skills in management methods.
3. Explained how a special grant to the Department from the Administration on Aging would be used to establish a special project designed to improve the care of elderly patients who have psychiatric problems and who live in boarding and nursing homes across the state.
4. Announced the appointment of Robert N. Foster as the first permanent director for the newly-created Bureau of Children with Special Needs.
5. Sent out news briefing advisory on the introduction of Dr. Charles Meredith as the new superintendent of Bangor Mental Health Institute, and to review plans, policies and initiatives for that institution.
6. Sent out detailed information on a four-day Workshop on Family Involvement in treatment decisions for young persons with mental handicaps and other disabling conditions and coordinated a special news briefing for the media covering the event.
7. Announced the appointment of John. W. McCarthy as the new superintendent of the Military and Naval Children's Home in Bath.
8. Publicized a special Substance Abuse Treatment for Deaf Persons Workshop intended to enhance the treatment of problems associated with substance abuse among Maine citizens who are deaf or have other disabling conditions.

9. Assisted the Consumer Advisory Board in alerting the public as to its new coordinator who will recruit volunteers to check on the progress and conditions which citizens with mental retardation experience during their return to community living.
10. Announced that Dr. Michael DeSisto, former director of the Bureau of Mental Health, would undertake a major research project involving deinstitutionalization of patients from Augusta Mental Health Institute.
11. Publicized the release of the second year-end report outlining developments in services for Maine citizens with deafness, besides providing direction for future programs.
12. Coordinated a special news briefing with Dr. Lee Salk during his appearance before the Task Force on Self-Destructive Behaviors and Teen Suicide.
13. Announced the launching of a new educational program for nurses working in the state mental health system.
14. Coordinated a special news briefing during a three-day National Assembly in Portland, which stimulated discussions on ways to improve a quality workforce in mental health.
15. Publicized a late-summer recreational excursion to Camp Tall Pines for patients and direct care staff from Augusta Mental Health Institute.
16. Announced that Maine would receive federal support to help homeless persons with mental illness.
17. Announced the special award given to mental health advocate Kelsey Orestis by the Maine Rehabilitation Association for her efforts on behalf of training and employment opportunities for handicapped persons beyond school age.
18. Alerted the public that Franklin County would use a departmental grant to develop a program designed to reduce recidivism among offenders who are substance abusers.
19. Announced that Augusta Mental Health Institute would sponsor a family conference featuring advocacy issues.
20. Publicized a federal-state grant award which would boost community support services for psychiatrically disabled adults in southern Maine.
21. Alerted the public that Oxford County would use a departmental grant to develop a program designed to reduce recidivism among offenders who are substance abusers.
22. Announced that enhanced patients' rights rules would be initiated.
23. Coordinated a special news briefing to introduce Spencer A. Moore as the new superintendent for Pineland Center.
24. Publicized a special Conference on Aging and Developmental Disabilities.
25. Announced that a two-day CASSP Conference would explore ways to provide a network of coordinated services to help troubled children.
26. Announced that nationally-known educator, Dr. Perry London, would speak to the Task Force on Self-Destructive Behaviors and Teen Suicide.
27. Publicized how a special training program at Pineland Center would address treatment options for severely retarded persons with behavior problems.
28. Publicized the expanded list of community mental health forums scheduled to gather citizen ideas and recommendations for improved mental health services. Plus radio and T.V. public service announcements.
29. Announced a special conference focusing on recreational opportunities for citizens with disabilities.
30. Coordinated special news briefing on a new federal mandate to Maine families of individuals with mental illness on how to counter any scarcity of essential mental health services.
31. Assisted the D.D. Council in publicizing conference whose theme emphasized technological advances for persons with disabilities.
32. Announced the roster of citizens appointed to the Board of Visitors for the Elizabeth Levinson Center.
33. Announced that Dr. Shervert Frazier, Director of the National Institute of Mental Health, would keynote annual Schumacher Conference on mental health issues.
34. Released particulars of two grants to bolster substance abuse services for Maine families already burdened with emotional and behavioral difficulties in Washington, Hancock, Piscataquis and Penobscot counties.
35. Alerted public that the Portland office of the Bureau of Mental Retardation would honor foster parents.
36. Handled news briefing arrangements during Schumacher Conference.

37. Informed public that the Infant Development Center in South Portland would celebrate its 10th anniversary. Arranged television feature on center's services.
38. Announced the roster of citizens appointed to the Board of Visitors for the Military and Naval Children's Home.
39. Released particulars on a federal grant to improve mental health services for Maine elderly citizens.
40. Handled media coverage of holiday eve visits by Governor and Commissioner to patients and staff at Maine's state-run institutions.
41. Announced that Department would sponsor a series of educational and supportive sessions for parents with deafness who have a need for effective communication with their children who have no hearing problems.
42. Alerted public to times, dates, places for public hearings to gather citizen suggestions on how to improve Maine's efforts to help persons with mental retardation. Handled radio and T.V. public service announcements.
43. Announced the roster of citizens appointed to the Board of Visitors at Augusta Mental Health Institute.
44. Informed public and media that Augusta Mental Health Institute and Mid-Maine Alliance for the Mentally Ill would begin fifth year of family mental health orientation meetings on mental health issues.
45. Announced that Dr. Walter Rohm had been named clinical director at Augusta Mental Health Institute.
46. Released special hometown media alert that Richard Blouin had been named chair of the Board of Visitors at the Maine Military and Naval Children's Home in Bath.
47. Announced the roster of citizens appointed to the Board of Visitors at Bangor Mental Health Institute.
48. Released details on the Family Support Conference in Portland.
49. Handled the special news briefing at the Family Support Conference.
50. Coordinated the public meeting schedule seeking public reaction to the Pineland Regionalization Plan. Handled radio and T.V. public service announcements.
51. Handled media coverage and special news briefing in Portland on the Pineland Regionalization Plan.
52. Announced that Governor McKernan had authorized 54 additional employees to ease overcrowding at Augusta Mental Health Institute.
53. Publicized that developing family groups and outlining patients' rights would be featured topics at Family Conference at Augusta Mental Health Institute.
54. Informed public that Maine was intensifying its efforts to warn citizens of birth defects caused by alcohol consumption.
55. Assisted Region 4 office of the Bureau of Mental Retardation in alerting public to two public forums soliciting suggestions on program improvements.
56. Assisted Maine State Alliance for the Mentally Ill in notifying public that they were expanding efforts on behalf of persons with long-term mental illness through the building of more family support groups.
57. Helped publicize Employee Recognition Award winners at Augusta Mental Health Institute and their special Community Award to the University of Maine at Augusta.
58. Announced that Ethel Emerson of Farmington Falls had been chosen as "Citizen of the Year" by the Maine Chapter of the National Association of Social Workers.
59. Helped publicize Health Fair outlining effective mental health and physical health strategies for Maine citizens with deafness.
60. Announced speakers and agenda for annual convention of the Maine State Alliance for the Mentally Ill.
61. Coordinated media coverage of U.S. Public Health Service Directors Award presented to Dr. Charles Meredith, superintendent of Bangor Mental Health Institute.
62. Handled media coverage, special individual profiles and ceremony logistics of annual Volunteer Services Recognition.
63. Announced that Casey Grant had been named as Chief of Volunteers at Pineland Center.
64. Announced the formation of a Maine Chapter of the International Association for Infant Mental Health.

During this period, the Information Office also issued other news releases concerning specialized events, appointments, photo opportunities and legislative testimony.

It continued, into its sixth year, the publication of "Report," a special journal distributed statewide and across the country, designed to increase public knowledge and awareness of programs, activities, policies, forms of public recognition, program openings and other matters affecting the entire mental health/mental retardation/children with special needs services system.

It carried out public service campaigns on radio and television.

It acted as consultant on agenda presentations, program designs, agenda contents, themes and graphics.

It continued with a statewide awareness program on the dangers of drinking during pregnancy around the theme: "A Pregnant Woman Never Drinks Alone," with brochures, posters, program descriptions and bumper stickers in both English and French.

It continued to distribute information on the new Bureau of Children With Special Needs, including a bumper sticker embodying the theme: "To Keep Pace In Life's Race, Children Need Plenty Of Lap Time."

PUBLICATIONS:

"Mental Health: Keep It In Mind" Sticker
Report Magazine
Mental Health Services Directory
Maine Mental Health Plan
Stress Pamphlet
Volunteer Services Booklet—Elizabeth Levinson Center
"A Pregnant Woman Never Drinks Alone"
Posters, bumper stickers (French and English) Brochures.
"Treat Yourself to a Friend Today" sticker
Booklet: Guardianship, Questions and Answers
"To Keep Pace In Life's Race, Children Need Plenty Of Lap Time" Sticker
ALL ARE FREE

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

MAINE COMMITTEE ON PROBLEMS OF THE MENTALLY RETARDED

MATTHEW HUNTER, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-4242
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1967 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 375; *Citation:* 34-B M.R.S.A., Sect. 1210
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The main purpose of the Maine Committee on Problems of the Mentally Retarded is to serve in an advisory capacity to the Commissioner and the Director of the Bureau of Mental Retardation in assessing present programs, planning future programs and in developing means to meet the needs of persons with mental retardation.

ORGANIZATION: The Maine Committee on Problems of the Mentally Retarded is composed of 11 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 9 representative citizens appointed by the Governor, who designates a chairman. Appointments are made for 3 years. Members of the committee serve without pay but are reimbursed for expenses on the same basis as state employees.

PROGRAM: The Committee holds monthly meetings that are well attended by membership. The Committee has been active in this past legislative session. One of its major initiatives was a bill to provide new group and foster homes for persons with mental retardation. The Committee was also involved in a number of pieces of legislation affecting people with mental retardation.

In addition, the Committee continues its interest in services to young adults who are transitioning from school to the adult world of jobs and day programs.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Mental Retardation (MH&MR).

MAINE MUNICIPAL BOND BANK

STEPHEN R. CROCKETT, CHAIRMAN
HENRY G. BOUCHARD, Executive Director

Central Office: Community Drive, Augusta *Telephone:* 622-9386
Mail Address: Community Drive, Augusta, Maine 04330
Established: 1972 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 376; *Citation:* 30 M.R.S.A., Sect. 5164
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Maine Municipal Bond Bank was established to reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues. The Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

ORGANIZATION: The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Banks and Banking, ex officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank, nor do governmental units presently pay any fees for services provided. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

PROGRAM: In August 1986, a refunding of $56,800,000 was issued which reduced interest costs for a total of ninety-two units. In October 1986, a bond offering was issued for $54,365,000 which helped a total of forty-six units finance their capital projects. In May 1987, another bond offering of $36,440,000 was issued which helped a total of thirty-three governmental units finance their capital projects. All issues were rated Aa by Moody's Investors Service, Inc., and AA by Standard & Poor. Concurrently with the bond issues, the Maine Municipal Bond Bank assists governmental units, particularly the smaller units, with their long-term financial plans and debt management problems.

PUBLICATIONS:
Annual Report

FINANCES, FISCAL YEAR 1987: The State accounting records for FY 87 do not contain any accounts assigned to this unit. Operating expenses are covered by income from investment of reserve and operating funds.

MUNICIPAL RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 377; *Citation:* 30 M.R.S.A., Sect. 2214
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Municipal Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of municipal records, following as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the municipal level. Program services are provided to municipal governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The Municipal Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of municipal records. The Board consists of five members, including the State Archivist as Chairman ex officio and the State Registrar of Vital Statistics, and three municipal officials appointed by the Governor for terms of three years upon the recommendation of the Maine Municipal Association, the State Archivist, and the State Registrar of Vital Statistics. The headquarters of the Municipal Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the Municipal Records Board serve without compensation.

PROGRAM: The Board acts upon requests to destroy specified records submitted by various municipalities. In cooperation with the Municipal Records Board, the Maine State Archives provides technical assistance to a number of municipalities. Municipal officers attended the ongoing document restoration workshops conducted by the Maine State Archives.

LICENSES, PERMITS, ETC.

The Municipal Records Board is responsible for authorizing the destruction of municipal records having no permanent value (30 M.R.S.A., Sect. 2213). Procedures for the disposition of such records have been prescribed by the Board in accordance with the Administrative Procedures Act. Action taken by the Municipal Records Board is evidenced by the issuance of an executed *Request for Disposition of Municipal Records.*

FINANCES, FISCAL YEAR 1987: 30 MRSA Sections 2215 & 2216 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

(BOARD OF DIRECTORS) MAINE MUNICIPAL AND RURAL ELECTRIFICATION COOPERATIVE AGENCY

GORDON L. WEIL, ADMINISTRATIVE OFFICER

Central Office: Two Central Plaza, Augusta *Telephone:* 622-4406
Mail Address: Two Central Plaza, Augusta, Maine 04330 *Established:* 1981
Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 431; *Citation:* 35 M.R.S.A., Sect. 4101
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Municipal and Rural Electrification Cooperative Agency (MMRECA) is a joint action agency of Maine's consumer-owned electric utilities. It is to provide tax-exempt financing for joint projects.

ORGANIZATION: The Board of Directors is composed of 8 members appointed by member utilities, one member appointed by the Governor, and the Director of the Office of Energy Resources or his designee. The Board appoints an Administrative Officer. Staff services are provided by the Dirigo Electric Cooperative, Inc.

PROGRAM: The Board met on July 10, 1987 to elect officers and to discuss power supply and financing. Federal tax laws relating to MMRECA were reviewed.

No budget was established. It was decided that MMRECA should continue to rely on the Dirigo Electric Cooperative, Inc. for administrative support. Dirigo is funded by MMRECA member utilities.

FINANCES, FISCAL YEAR 1987: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

NEW ENGLAND BOARD OF HIGHER EDUCATION

ROBERT L. WOODBURY, CHAIRMAN OF MAINE DELEGATION

Central Office: 45 Temple Place, Boston, Mass. 02111 *Telephone:* (617) 357-9620
Maine Delegation Liaison Office: Division of Higher Education Services,
9 Weston Street, Augusta *Telephone:* 289-2183
Mail Address: Statehouse Sta. #119, Augusta, Maine 04333
Established: 1955 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 081; *Citation:* 20A M.R.S.A., Sect. 11002
Average Count—All Positions: 20 *Legislative Count:* 0

PURPOSE: The New England Board of Higher Education is a congressionally authorized regional, non-profit agency that seeks to encourage cooperation and efficient use of educational resources among the region's six states and 260 public and private colleges and universities. Basic funding comes from the six states, private foundations and New England corporations. The Board seeks to increase New England educational opportunities and services; promote regional coordination and cooperation among New England state governments and public and private institutions of higher education; analyze and publish regional information related to higher education; and sponsor studies and forums on regional public policy.

ORGANIZATION: Of the 8 members who represent the State of Maine, two are ex officio, the Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services. Four others are named by the Governor for 2-year terms, one is a member of the Senate appointed by the President of the Senate and another is a member of the House of Representatives appointed by the Speaker of the House. All members receive their actual expenses incurred in the performance of their official duties.

PROGRAM: The New England Board of Higher Education (NEBHE) sees the following as primary in achieving its purposes: to provide a facility and staff capable of continuous research and evaluation relevant to higher education in New England; to serve as a center for the collection and dissemination of information pertinent to the institutions and agencies concerned with higher education; to serve as an administrative and fiscal agent for higher educational contracts and agreements among the institutions and governments in New England; to provide consultative services on educational topics of major regional significance to the institutions, agencies and governments of New England; and to serve as a vehicle for the regional implementation of federally and privately financed programs related to higher education.

Although programmatic directions are flexible in response to changing educational needs, the Board anticipates that the following basic programs will continue to be included among NEBHE's services to the region: New England Commission on Higher Education and the Economy, New England Regional Student Program, New England Commission on Academic Health Centers and the Economy of New England, Task Force on Minority Student Enrollment and Retention, Commission on Legal Studies and Practice in New England, International Education and the Economy of New England, research and compilation of enrollment, program, tuition and cost data at institutions of higher education in the region.

Basic operating funds of the Board are provided by the six state governments of New England through legislative appropriations based upon population. The Board also receives federal grants, as well as gifts from private sources of financial support for both general and specific purposes. The Board's fiscal operations are fully accountable to the public.

Each state is represented on the Board by members of academic, professional, governmental and citizen groups appointed by the Governor and Legislature of each state. Each state delegation annually elects a chairman who serves on the Board's Executive Committee.

The Maine Delegation to the New England Board of Higher Education for FY 87 is as follows:

Robert L. Woodbury, Chancellor of the University of Maine System (Chairman of the Maine Delegation)
Representative Nathaniel J. Crowley, Sr., Stockton Springs (Vice Chairman of New England Board of Higher Education)
Rosalyne Bernstein, Portland
Richard Barringer, Augusta
Eve Bither, Augusta
Senator Stephen C. Estes, Kittery Point
Bennett Katz, Augusta
Sandra J. Kearns, Kennebunk

PUBLICATIONS:

Connection: New England's Journal of Higher Education
A Quarterly magazine which is devoted to discussion of major problem areas in the region's higher education community (Free)
New England Regional Student Program Enrollment Report (Free)
New England Residence and Migration Report 1975-1976 (Free)
New England Regional Student Program Offerings (Undergraduate) (Free)
New England Regional Student Program Offerings (Graduate) (Free)
New England Higher Education and the Economy:
Commission Prospectus ($2.00)
Issues Reports ($1.00)
Preliminary Report, A Threat to Excellence ($3.00)
Business and Academia, Hoy and Bernstein ($12.00)
New England's Vital Resource: The Labor Force, Hoy and Bernstein ($12.00)
Financing Higher Education: The Public Investment ($19.95)
Renewing Excellence ($5.00)

FINANCES, FISCAL YEAR 1987: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

OCCUPATIONAL SAFETY LOAN REVIEW PANEL

VACANT, CHAIRMAN

Central Office: State Office Bldg. *Telephone:* 289-4291
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: July 1, 1985

Reference: Policy Area: 04; *Umbrella:* 92; *Unit:* 488; *Citation:* 26 M.R.S.A., Sect. 63

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Occupational Safety Loan Review Panel was established by 1985 Public Law, Chapter 372, to review applications for loans from the Occupational Safety Loan Fund.

ORGANIZATION: The Panel is in the process of being organized according to the provisions of the law which requires six members, of which five are to be appointed by the Governor representing employers, employees, insurance companies and the public. The sixth member is the Commissioner of the Department of Labor, or his/her designee.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Labor Standards, Department of Labor.

(OFFICE OF) COMMISSIONER OF PERSONNEL

DONALD WILLS, ACTING COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333

Established: 1937 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 60; *Unit:* 389; *Citation:* 5 M.R.S.A., Sect. 631

Average Count—All Positions: 41 *Legislative Count:* 41

Organizational Units:
Merit System Division
Training Division
Administrative Division

PURPOSE: The (Office of) Commissioner of Personnel was established to promote effective service and economy in the offices and employment of the State; to ensure that positions essentially alike in duties and responsibility are treated alike in pay and other personnel processes; and to ensure that applicants for State positions are afforded fair and equal opportunity to obtain employment on the basis of merit and fitness.

Through the authority vested in the Commissioner of Personnel, the (Office of) Personnel is a service agency to the rest of State government. The Commissioner is empowered to prescribe, amend and enforce rules and regulations having the force of law, relative to: eligible registers; classification of positions in the classified service; compensation plans; examinations for admission to the classified service; provisional, emergency, exceptional and temporary appointments; probationary period; transfer, reinstatement; demotion; suspension, layoff and dismissal; leave of absence, resignation, hours of service, vacations and sick leave; personnel records; in-service training; service ratings, and certification of payroll. The Commissioner is further empowered to conduct special investigation of any action or condition presumed adverse to, or in violation of, State Personnel Law and the rules and regulations made thereunder.

ORGANIZATION: In 1937, the State's merit system law, statutorily designated as the Personnel Law, was enacted. Patterned after the federal civil service law, it established the foundation for merit system administration in Maine. The Act provided for a three-member State Personnel Board and a Director of Personnel and defined their respective powers, duties and responsibilities. Administration of this law was vested in the Director of Personnel who functioned as head of the Bureau of Personnel within the Department of Finance, and who was appointed by the Board to serve a term at its pleasure. In 1941, the personnel function was removed from the Department of Finance and accorded the status of a separate department, although its authority remained vested in the Director of Personnel. In 1976, the Legislature revised the Personnel Law elevating the Director of Personnel to a commissionership and empowering the Commissioner with major powers and duties formerly the responsibility of the Personnel Board. By statute, the Commissioner is appointed by the Governor, after consultation with the Personnel Board and review by the Joint Standing Committee on State Government. The Commissioner serves at the pleasure of the Governor or until a successor has been appointed and qualified.

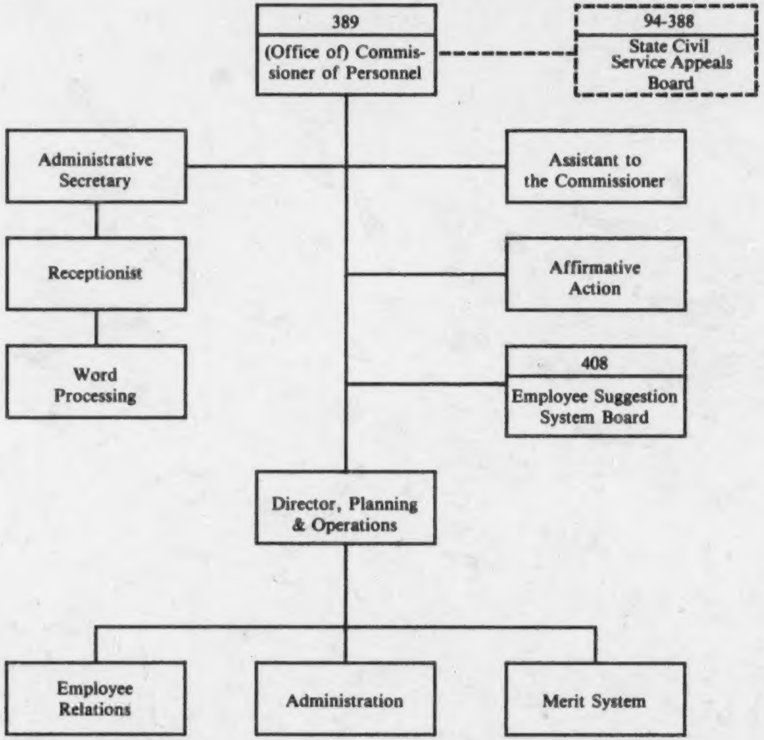
In January 1981, the Governor placed the Office of Employee Relations under the direction and control of the Commissioner of Personnel and a Director of Employee Relations was appointed by the Commissioner to manage labor relations and collective bargaining activities.

Major legislation in 1986 altered the mission and structure of the (Office of) Commissioner of Personnel and provided a year of transition for the department to become a unit within the newly established Department of Administration.

During the transition period, any responsibilities of the Director of Human Resources required by this Act (Public Laws of 1985, c. 785) shall be carried out by the Commissioner of Personnel.

In July 1986, the Office of Employee Relations was transferred to bureau status and placed under the jurisdiction of the newly established Department of Administration, and the former Training Division of the Office of Employee Relations was placed under the jurisdiction of the Department of Personnel.

ORGANIZATIONAL CHART
(OFFICE OF) COMMISSIONER OF PERSONNEL
UMB 60


389
(Office of) Commissioner of Personnel
94-388
State Civil Service Appeals Board
Administrative Secretary
Receptionist
Word Processing
Assistant to the Commissioner
Affirmative Action
408
Employee Suggestion System Board
Director, Planning & Operations
Employee Relations
Administration
Merit System

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
(OFFICE OF) COMMISSIONER OF PERSONNEL

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	865,116	865,116				
Health Benefits	44,743	44,743				
Retirement	164,496	164,496				
Other Fringe Benefits	4,088	4,088				
Computer Services—State	167,800	167,800				
Other Contractual Service	190,306	190,306				
Rents	10,184	10,184				
Commodities	10,824	10,824				
Equipment	1,955	1,955				
TOTAL EXPENDITURES	1,459,512	1,459,512				

Also, in July 1986, the State Personnel Board was abolished and the State Civil Service Appeals Board and Policy Review Board were established as part of the organization for administration of the State's Civil Service System. The State Civil Service Appeals Board performs appeals functions formerly performed by the State Personnel Board and the Policy Review Board has advisory and participative responsibilities with respect to civil service policy and program development.

By July 1987, the transition from a department to the Bureau of Human Resources within the Department of Administration was complete.

All functions are accomplished through the following divisions:

The Administrative Division is responsible for all business management functions, for coordinating research and information services, and for the maintenance and improvement of administrative processing and information services.

The Merit System Division is responsible for job analysis and maintenance of the classification plan, examination construction and validation, recruitment, application review and evaluation, examination administration, maintenance of registers (job referral lists), administration and revision of Personnel Law and Rules, maintenance of records (manual and automated), collective bargaining advice and support, and review of legislation.

The Training and Development Division is responsible for providing statewide training and development services to agency managers and employees and for providing management consulting services to line agencies with respect to training and development needs.

PROGRAM: FY 1987 marks the 50th year of merit system administration in Maine state government. Since the enactment of merit system legislation in 1937, the purpose of merit system administration remains unchanged—to select, examine, appoint, train and develop a competent and efficient work force to carry out the business of the State of Maine.

Goals and Objectives. The goal of the (Office of) Commissioner of Personnel continues to be to provide a workable, modern, merit-based personnel management system for State agencies. Immediate objectives are to:

1. Continue to evaluate and improve the existing system in terms of its contribution to effective personnel management and employee relations in State agencies;
2. Continue to react promptly to employee concerns and grievances and to improve employee relations in general.
3. Continue and expand training programs for State supervisors and employees and encourage staff development at agency level.
4. Continue development of a classification plan which is documented, referenced to job analysis findings, and meets service needs.
5. Continue to explore and implement effective use of electronic data processing and streamlined processes.
6. Continue to improve communication with the public, state employees and state agencies.
7. Continue to provide better examination procedures through use of job analysis techniques and validity models.
8. Continue to adhere to concepts and programs in support of equal employment opportunity, affirmative action and employment of the handicapped in the public service.
9. Continue and expand cooperative personnel functions and improvements with line agencies.
10. Continue to confer and negotiate in good faith with certified bargaining agents and to make good faith attempts to resolve labor-management issues in a mutually productive manner.

The Merit System Division, the **Administrative Division** and the **Affirmative Action Coordinator** continued to use the automated applicant tracking system to track applicants for state employment by minority status, veterans status, sex, age and handicap through the application and examination processes required for placement on class registers. The tracking system provides the capability to determine the point in the screening and testing processes where a particular applicant group may be having difficulty, or appears to be adversely affected, so that any needed corrective action can be taken.

The tracking system is also used to schedule applicants for testing, for performing statistical item analysis of written examination results, and for maintaining a large number of records accurately and with minimal processing time.

During the first half of FY 1987, employee records formerly maintained on the Honeywell System were converted to the Management Science America (MSA) system. The MSA system provides a comprehensive human resources management system with the added feature of classification and position control. In the near future, many of the personnel actions now performed centrally by the Bureau of Human Resources will be performed at agency level using MSA's online capability. The MSA system utilizes more detailed employee data than the former automated system, and this provides an increased capability for statistical report generation. Also, efforts were continued by the **Administrative Division** to automate the register and register certification functions. Automation of these functions will provide access to the information needed to monitor and evaluate the effectiveness and efficiency of the register certification process and to identify procedures which may need to be modified or improved.

To assist State agencies in filling positions, the **Merit Division** continued to provide job training and apprenticeship opportunities in several data processing classifications, and continued a trainee program in the Human Services Caseworker classification to ensure the availability of appropriately trained employees in problem rural areas of the State. Also, an apprenticeship program for direct care workers at Pineland Center was continued.

The **Merit Division** continued to work with the Employee Relations Division with respect to requirements of the Federal Fair Labor Standards Act (FLSA) and the revised regulations for administration of this Act. Technical assistance was provided on the application of the overtime provisions of the Act.

Negotiations were conducted throughout FY 1987 over the State's compensation system. Discussions covered the entire system for setting salaries, including the current pay grades and steps within pay grades, and labor market concerns.

Under authority of Chapter 720, Public Law 1985, the (Office of) Commissioner of Personnel documented severe difficulty in recruiting and retaining employees in certain nursing and data processing occupations due to labor market conditions, and collective bargaining negotiations were held throughout FY 1987 to reach agreement on the type and extent of salary adjustments needed to address this difficulty.

Statewide procedures were developed and implemented for obtaining and documenting the employment eligibility of new hires in accordance with the requirements of the National Immigration Reform and Control Act of 1986.

A model Affirmative Action Plan was developed by the **Affirmative Action Coordinator.** Using this model plan, the Affirmative Action Coordinator will provide the necessary direction, support and technical assistance to complete agency plans by the first quarter of 1988.

During this reporting period, the **Training Division** provided training to 2,524 participants. A New Employee Orientation Training Program on employee benefits was developed at the start of FY 1987 and this program was presented in twelve sessions to 1,000 participants. Other training courses offered include core supervisory skills, labor relations, clerical skills, personnel policies, stress management, interviewing and other subjects relevant to management of State employees. In addition, the Training Division offered specialized training and management consulting services tailored to the specific needs of line agencies. Training was provided by a four-member staff with a 25-member training cadre drawn from line agencies and managed by the staff. The Training Division also conducted a statewide training needs survey and developed a management training program for new supervisors, and division staff served on the Labor/Management Committees for Employee Assistance, Stress, and Performance Appraisal.

Throughout the reporting period, the (Office of) Commissioner of Personnel worked with the Civil Service Policy Review Board to improve and develop human resources management programs and policies.

Throughout the second half of FY 1987, the (Office of) Commissioner of Personnel initiated a monthly meeting program designed to promote better communications on personnel issues between managers and staff and agency managers and staff. These sessions have proven very beneficial and will be continued during the next year.

Also, during the second half of FY 1987, plans were developed to accomplish the transfer from department status to bureau status as required by Chapter 785, Public Law 1985. Considerable progress has already been made to provide the organizational framework and to develop the policies, procedures and programs associated with this restructuring of the State's Civil Service System. The primary purpose of these planned policies and programs will be to place increased emphasis on service to State agencies and employees and the human resource development needs of the State's workforce.

PUBLICATIONS: The following publications are obtained through the Bureau of Human Resources unless otherwise noted:

- State of Maine Personnel Rules (also available through Central Warehouse, Bureau of Purchases, Code #F139-A) ($2.59 ea)
- Instructional Pamphlet for Oral Examination Candidates (Free)
- Informational Pamphlet on Veterans Preference in Maine State Service (Free)
- A Listing of Classes Continuously Open to Application (Free)
- Career Opportunity Bulletins (Announcements for Classes Open to Application for Employment) (Free)
- Salary Schedules (With Alphabetical Listing of Classes and Ranges) Available through Central Warehouse, Bureau of Purchases, Order #F139) ($0.97 ea)
- State of Maine Application for Employment. (Application forms are also available from branch offices of the Maine Job Service). (Free)
- Affirmative Action Manual. (Prepared by the State Affirmative Action Task Force, and available through Central Warehouse, Bureau of Purchases, Order #F135). ($2.00 ea)

FINANCES, FISCAL YEAR 1987: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EMPLOYEE SUGGESTION SYSTEM BOARD

DONALD WILLS, ACTING COMMISSIONER OF PERSONNEL

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333
Established: 1981
Reference: Policy Area: 00; *Umbrella:* 60; *Unit:* 408; *Citation:* 5 M.R.S.A., Sect. 642
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Employee Suggestion System Board has responsibility for the guidelines for administration of the State Employee Suggestion Award Program (5 MRSA, Section 642) and for making final determinations on suggestions submitted under these guidelines.

ORGANIZATION: By statute, the Board consisted of the Commissioner of Personnel, Commissioner of Finance and Administration, ex-officio, and one other member appointed by the Governor. The Commissioner of Business, Occupational and Professional Regulation was appointed as the third member of the original Board.

During FY 1987, the Department of Finance and Administration was divided into two separate departments and, for continuity, the Board was comprised of the Commissioner of Personnel, the Commissioner of Finance, and the Commissioner of Administration. (In FY 1988, the Board will be comprised of the Commissioner of Finance, the Commissioner of Administration and one other Commissioner of a State department to be appointed by the Governor).

PROGRAM: Under the guidelines endorsed by the Employee Suggestion System Board, cash awards are provided for suggestions which result in a cost savings to the State. The amount of a cash award is based on the amount of savings (10% of the annual savings estimated or realized up to a maximum award of $2,000).

A staff person of the Department of Personnel (the Bureau of Human Resources effective July 1, 1987) functions as the Administrator of the Suggestion Program, and each major department provides a staff person to promote the Suggestion Program to its employees and to work with the Administrator to establish committees with the expertise needed to prepare evaluation reports for the Board's use.

Twelve (12) employee suggestions were submitted during FY 1987. Evaluations have been completed for five (5) of these suggestions and evaluations are still in process for the remaining seven (7). Of the five (5) suggestions evaluated, four (4) were not adopted and one (1) was a duplicate of a suggestion submitted during FY 1985.

PUBLICATIONS:

Guidelines for the Maine State Employee Suggestion System.

FINANCES, FISCAL YEAR 1987: No cash awards were granted and no funds were transferred from the accounts of other State agencies during FY 1987.

PINE TREE LEGAL ASSISTANCE

PAMELA B. ANDERSON, EXECUTIVE DIRECTOR
ELINOR G. MILLER, Program Administrator

Central Office: 4 Milk Street, Portland *Telephone:* 774-4753
Mail Address: P.O. Box 547, DTS, Portland, Maine 04112

Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 479; *Citation:* P.L. 1983, C. 477B

PURPOSE: Pine Tree Legal Assistance, Inc. is a Maine not-for-profit corporation incorporated to provide assistance to low income persons with civil legal problems.

ORGANIZATION: PTLA is governed by a 36 member Board of Directors composed of attorneys appointed by the Maine State Bar Association and of eligible clients. The Program is administered by an Executive Director and Program Administrator located in a Central Office in Portland and additionally maintains local service offices in Portland, Lewiston, Augusta, Bangor, Machias and Presque Isle, a Native American component in Augusta and a Farmworker component in Bangor, and is a co-sponsor of the Maine Volunteer Lawyers Project with the Maine State Bar Association and the Maine Bar Foundation.

PROGRAM: Pine Tree Legal Assistance, Inc. receives funding from a number of governmental and private sources. The Program's primary funding source is the Legal Services Corporation, a quasi-public not-for-profit corporation in Washington, D.C., with additional funding from the State of Maine, United Way, Maine Bar Association, and other private sources. Pine Tree represents Maine citizens and groups at or below 125% of the Federal poverty level and estimates a client eligible population of 210,000 persons or 18.7% of the state's population.

Pine Tree operates on a calendar year basis, and in 1986 its six area offices were contacted by 11,731 eligible clients. 10,244 eligible clients or client groups received simple advice, printed informational materials, referral to another source of help, or brief service by program personnel. More substantial legal assistance was provided in 1,487 cases, and included representation of clients before the Maine District Court, the Maine Superior Court, the Maine Supreme Judicial Court and before local and state administrative agencies, legislative committees, review boards, advisory councils, Federal District and Appellate Courts, and Federal Agencies. The program handled 205 cases of significant import in 1986 including 11 cases argued before the Supreme Judicial Court, 54 cases pending in Federal District Court and 5 cases pending in the United States Supreme Court.

PTLA accepts cases for representation based on case acceptance priority plans developed by each office, with cases involving termination and/or denial of governmental benefits and cases involving housing problems generally assigned the highest priority. Of all cases closed in 1986, 3,206 were in the public benefits area; 4,368 were in the housing area; 1,508 were in the family law area; 1,260 in the consumer area and the remaining 1,389 in the areas of employment, education, individual rights and other miscellaneous.

PUBLICATIONS:

Pine Tree maintains client education materials, which are available at no charge to callers in 40 substantive areas of the law. These brochures may be obtained by calling any of Pine Tree's six local service offices or by calling the Maine Volunteer Lawyers Project at (800) 442-4293. The most popular brochures cover landlord-tenant, General Assistance, and domestic violence issues.

SERVICE OFFICES: Portland Area (Cumberland, York, Sagadahoc Counties: 774-8211) Lewiston Area (Androscoggin, Oxford, Franklin Counties: 784-1558) Augusta Area (Kennebec, Knox, Lincoln, Somerset Counties: 622-4731) Bangor Area (Penobscot, Waldo, Piscataquis Counties: 942-8241) Machias Area (Washington, Hancock Counties: 255-8656) Presque Isle Area (Aroostook County: 762-1341)

FINANCES, FISCAL YEAR 1987: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

PINE TREE LEGAL ASSISTANCE, INC.
SUPPORT, REVENUE AND EXPENSES — STATE OF MAINE FUNDS
July 1, 1986 — June 30, 1987

SUPPORT & REVENUE	
State of Maine Grant Award	$90,000
EXPENSES	
Salaries, Wages & Benefits	
Lawyers	38,941
Non-lawyers	19,584
Employee Benefits & Payroll Taxes	10,028
Sub-Total	**$68,553**
Contracted Services	933
Travel & Meetings	1,162
Space & Occupancy	3,255
Office & Consumable Support	2,749
Telephone	6,120
Equipment Rental & Maintenance	735
Litigation & Court Costs	500
Library Maintenance	384
Other Expenses	5,609
Sub-Total	**$21,447**
TOTAL	**$90,000**
Excess (Deficiency) of Support & Revenue over Expenses	**0**
Fund Balance, at beginning of year	0
Fund Balance, at year end	0

Please Note: Pine Tree's fiscal year runs January 1 to December 31. Therefore, our financial statements are audited on that basis and the above statement is not final and absolute because year end distributions can be only approximately calculated.

POLICY REVIEW BOARD

H.L. GOSSELIN, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-4426
Mail Address: State House Station #4, Augusta, Maine 04330

Established: July 1, 1986 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 358; *Citation:* 5 M.R.S.A., Sect. 7041

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Policy Review Board was established to advise and assist the Commissioner of Administration and the Director of Human Resources on matters affecting personnel in Maine State Service. (Until July 1, 1987, any responsibilities of the Director of Human Resources were carried out by the Commissioner of Personnel.) In addition to general policy development, the Board is directed by its enacting legislation to review, study and develop policy for specific program areas including: longevity incentive, educational leave and job performance evaluation. Policy recommended or approved by the Board may be subject to collective bargaining negotiations.

ORGANIZATION: The Policy Review Board was established on July 1, 1986. The Board is comprised of the Commissioners of Transportation, Human Services, Mental Health and Mental Retardation, Conservation and Labor (or the designees of these named Commissioners), a representative from the Office of the Governor and two members chosen from private sector personnel systems. The Commissioner of Administration serves as an ex-officio, non-voting member. The private sector members serve a two-year term.

PROGRAM: During its first meetings, the Board received orientation from staff of the (Office of) Commissioner of Personnel concerning the policy topic areas assigned to it by law, and during FY 1987 reviewed each of these topic areas in detail. Several policy changes are underway and the Board continues to provide support and advice on the development and implementation of these and other proposed changes.

During this reporting period, the Board supported the (Office of) Commissioner of Personnel in its efforts for continued statutory authority of recruitment and retention stipends; worked with the Labor/Management Committee established to study the performance appraisal system to obtain its assistance in developing a system consistent with its mandate in this area; recommended the continued separation of pay practices for supervisory and confidential employees; and worked with the Training Division to obtain statewide input on employee training needs. In addition, the Board suggested changes to Civil Service Law and participated in changes to the Civil Service Law proposed by the Bureau of Human Resources. Other policy areas currently under advisement by the Board include: policy for long-term acting capacity appointments; policy for a temporary labor pool to meet critical, short-term staffing needs of State departments; and policy for funding reclassification actions.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amount to $89.20 in FY 87 and are, by administrative decision, included with those of the (Office of) Commissioner of Personnel.

POLICY REVIEW BOARD
(Governor Baxter School for the Deaf)

Central Office: Mackworth Island, Falmouth
Mail Address: P.O. Box 799, Portland, Maine 04104
Established: November, 1983
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 467; *Citation:* 20-A M.R.S.A., Sect. 7503
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor shall appoint a 7-member Policy Review Board to review and make recommendations relative to the Governor Baxter School for the Deaf. The board shall have access to the school, but may not participate in the administration of the day-to-day operations of the school. The board shall make annual recommendations to the commissioner relative to the management of the school, with copies being sent to the members of the joint standing committee of the Legislature having jurisdiction over education. The board's specific duties include, but are not limited to:

A. Making policy recommendations to the superintendent and the commissioner;
B. Reviewing policy development by the superintendent and commissioner;
C. Reviewing the implementation of policy;
D. Reviewing staff recruitment, retention, promotion and evaluation policies and procedures;
E. Holding hearings for staff, parents, students, alumni, special education directors and general public and otherwise soliciting the opinions of individuals in those groups concerning the operation and role of the school; and
F. Conducting exit interviews with the staff members terminating employment with the school.

ORGANIZATION: The Governor shall appoint a 7-member Policy Review Board.

A. The term of office shall be 3 years.
B. The initial appointments shall be as follows:
    (1) Three members for 3 years;
    (2) Two members for 2 years; and
    (3) Two members for one year.
C. Replacements for board members who do not complete their term of office shall be for the remainder of the unexpired term.
D. No member of the Legislature may serve on the board.
E. The board members shall be representative of a broad range of professionals, parents and citizens interested in the education of deaf and hearing impaired students. They may include:
    (1) Professionals not employed by the Governor Baxter School for the Deaf who serve deaf and hearing impaired students;
    (2) Parents of deaf and hearing impaired students at the Governor Baxter School for the Deaf and in school administrative unit programs;
    (3) Representatives of handicap advocacy groups;
    (4) School administrative unit administrators or special education directors;
    (5) Members of the deaf and hearing impaired community; and
    (6) Interested citizens.

PROGRAM: A 7-member Policy Review Board was appointed by the Governor in November, 1983. Each year, one, two and three-year terms are staggered. The Board met four times during the 1986-1987 school year. Detailed minutes are available as part of the Board's Annual Report. At each meeting, an executive session was held involving only the Board and the administration. In these sessions, confidential matters were discussed. In addition, Board members conducted exit interviews with staff members who left the school during the year.

FINANCES, FISCAL YEAR 1987: No board member received any pay from the school. Travel expenses were covered under the administrative section of the school's budget.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

SUSAN M. COLLINS, COMMISSIONER

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Review Required by:* 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 027; *Citation:* 10 M.R.S.A., Sect. 8001

Average Count—All Positions: 2 *Legislative Count:* 2

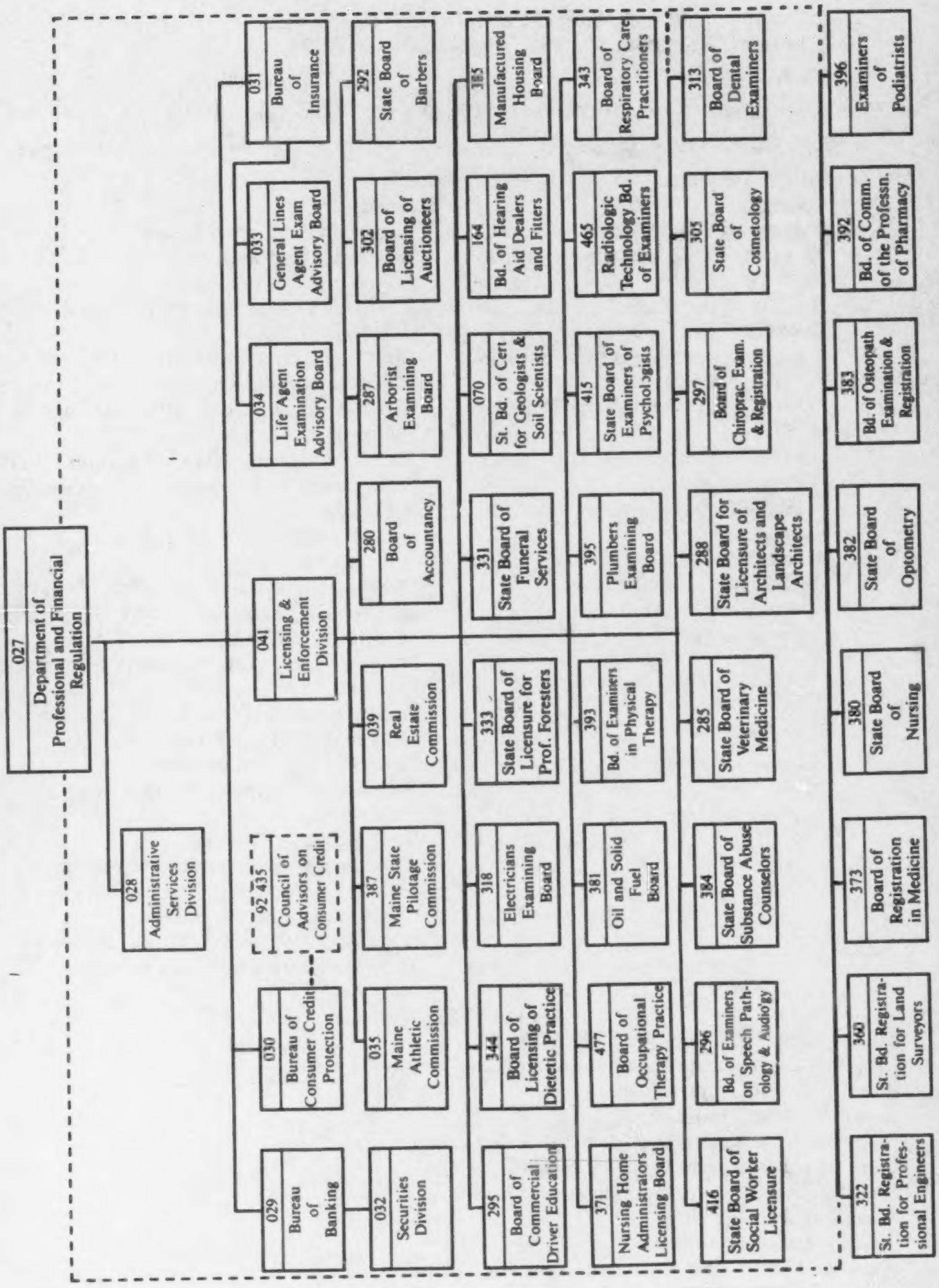
Organizational Units:

- Divisions:
  - Administrative Services Division
  - Licensing and Enforcement Division
- Bureaus:
  - Bureau of Banking
  - Bureau of Insurance
    - General Lines Agent Examination Advisory Board
    - Life Agent Examination Advisory Board
  - Bureau of Consumer Credit Protection
    - Home Repair Advisory Board
- Commissions:
  - Maine Athletic Commission
  - Real Estate Commission
  - Maine State Pilotage Commission
- Boards:
  - Arborists Examining Board
  - Board of Accountancy
  - Board of Licensing of Auctioneers
  - Board of Certification of Geologists and Soil Scientists
  - Board of Commercial Driver Education
  - Board of Registration of Dietetic Practice
  - Board of Examiners in Physical Therapy
  - Board of Funeral Services
  - Board of Hearing Aid Dealers and Fitters
  - State Board of Licensure of Professional Foresters
  - State Board of Substance Abuse Counselors
  - Board of Respiratory Care Practitioners
  - Electricians Examining Board
  - Manufactured Housing Board
  - Nursing Home Administrators Licensing Board
  - Occupational Therapy Board of Practice
  - Oil and Solid Fuel Board
  - Plumbers Examining Board
  - Radiologic Technology Board of Examiners
  - State Board of Barbers
  - State Board of Examiners of Psychologists
  - State Board of Examiners on Speech Pathology and Audiology
  - State Board of Social Worker Licensure
  - State Board of Veterinary Medicine

AFFILIATED BOARDS:

Maine State Board for Licensure of Architects and Landscape Architects
Board of Chiropractic Examination and Registration
State Board of Cosmetology
Board of Dental Examiners
State Board of Registration for Professional Engineers
State Board of Registration for Land Surveyors
Board of Registration in Medicine
State Board of Nursing
State Board of Optometry
Board of Osteopathic Examination and Registration
Board of Commissioners of the Profession of Pharmacy
Examiners of Podiatrists

ORGANIZATIONAL CHART
DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION
UMB 02


027 Department of Professional and Financial Regulation
028 Administrative Services Division
041 Licensing & Enforcement Division
029 Bureau of Banking
030 Bureau of Consumer Credit Protection
92 435 Council of Advisors on Consumer Credit
034 Life Agent Examination Advisory Board
033 General Lines Agent Exam Advisory Board
031 Bureau of Insurance
032 Securities Division
035 Maine Athletic Commission
387 Maine State Pilotage Commission
039 Real Estate Commission
280 Board of Accountancy
287 Arborist Examining Board
302 Board of Licensing of Auctioneers
292 State Board of Barbers
295 Board of Commercial Driver Education
344 Board of Licensing of Dietetic Practice
318 Electricians Examining Board
333 State Board of Licensure for Prof. Foresters
331 State Board of Funeral Services
070 St. Bd. of Cert for Geologists & Soil Scientists
164 Bd. of Hearing Aid Dealers and Fitters
385 Manufactured Housing Board
371 Nursing Home Administrators Licensing Board
477 Board of Occupational Therapy Practice
381 Oil and Solid Fuel Board
393 Bd. of Examiners in Physical Therapy
395 Plumbers Examining Board
415 State Board of Examiners of Psychologists
465 Radiologic Technology Bd. of Examiners
343 Board of Respiratory Care Practitioners
416 State Board of Social Worker Licensure
296 Bd. of Examiners on Speech Pathology & Audiology
384 State Board of Substance Abuse Counselors
285 State Board of Veterinary Medicine
288 State Board for Licensure of Architects and Landscape Architects
297 Board of Chiroprac. Exam. & Registration
305 State Board of Cosmetology
313 Board of Dental Examiners
322 St. Bd. Registration for Professional Engineers
360 St. Bd. Registration for Land Surveyors
373 Board of Registration in Medicine
380 State Board of Nursing
382 State Board of Optometry
383 Bd. of Osteopath Examination & Registration
392 Bd. of Comm. of the Professn. of Pharmacy
396 Examiners of Podiatrists

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,886,553	320,091	2,566,462			
Health Benefits	152,680	14,260	138,420			
Retirement	488,061	55,293	432,768			
Other Fringe Benefits	12,307	1,464	10,843			
Computer Services—Comm.	3,519		3,519			
Computer Services—State	16,854		16,854			
Other Contractual Service	2,412,578	60,247	2,352,331			
Rents	67,593		67,593			
Commodities	64,711	6,253	58,458			
Grants—Subsidies—Pensions	5,853		5,853			
Equipment	166,138	5,916	160,222			
Transfers to Other Funds	262,009	39	261,970			
TOTAL EXPENDITURES	6,538,856	463,563	6,075,293			

PURPOSE: The Department exists to examine and oversee all state-chartered financial institutions of every type, to regulate bank holding companies, to regulate insurance companies, agencies and agents, grantors of consumer credit, the real estate industry, commercial boxing and wrestling, to approve the sale in Maine of oil and solid fuel heating equipment, and to license and regulate numerous professions and occupations.

ORGANIZATION: The Department of Business Regulation was created in October 1973, as part of State government reorganization designed to consolidate related agencies along functional lines and to strengthen executive direction. Original agencies placed under the jurisdiction of the Department were the Bureau of Banking, the Bureau of Insurance, the Real Estate Commission, the Maine State Boxing Commission (renamed Maine Athletic Commission), the State Running Horse Racing Commission, and the Land Damage Board (renamed State Claims Board) was transferred by statute to the Department of Finance and Administration. The Administrative Services Division was established by the Commissioner in 1974 and by statute in C. 553, P.L. 1983. The Special Session of the 106th Legislature established the Bureau of Consumer Protection (renamed the Bureau of Consumer Credit Protection) to enforce the Maine Consumer Credit Code which became effective on January 1, 1975.

The 107th Legislature transferred the Oil Burner Men's Licensing Board (renamed the Oil and Solid Fuel Board) and the Electricians' Examining Board from the Department of Public Safety. The Special Session of the 107th Legislature established the Central Licensing Division and transferred the Board of Examiners on Speech Pathology and Audiology and the State Board of Examiners of Psychologists from independent agency status to the Department. The 108th Legislature created the Board of Registration of Substance Abuse Counselors and the Manufactured Housing Board and transferred the Board of Examiners of Arborists from an independent agency status to the Department. In its second session, the 108th Legislature transferred the Social Worker Registration Board from an independent agency status to the Department. The 109th Legislature transferred the Board of Registration for Professional Foresters, the Board of Certification for Geologists and Soil Scientists and the Board of Examiners in Physical Therapy from an independent agency status to the Department. It also created the Auctioneers Advisory Board.

The First Session of the 110th Legislature attached the State Board of Registration for Professional Engineers, the State Board of Registration for Land Surveyors and the Penobscot Bay and River Pilotage Commission to the Department. It also created the Commercial Driver Instructors Licensing Board and transferred the Registration of Charitable Solicitors from the Secretary of State to the Department.

The Second Session of the 110th Legislature transferred from the Department of Human Services to the Department of Business Regulation, the Plumbers Examining Board; the Board of Hearing Aid Dealers and Fitters, and the Board of Funeral Service, all effective July 1, 1983.

The First Session of the 111th Legislature, at the Department's request, enacted Public Law Chapters 171, 413 and 553. The first completely reorganized the Real Estate Commission, its staff and functions. The second conformed the statutes of all boards within or affiliated with the Department to the Administrative Procedures Act, recent Federal and State court decisions and it standardized many of the powers and procedures of twenty some licensing boards. This was the first time that a comprehensive, coordinated review had ever been undertaken.

It created a new Division of Licensing and Enforcement to include the Department's Computer Services Section; provided that the Superintendents of the three bureaus be General Fund responsibilities, took the Manufactured Housing Board and Athletic Commission out of the General Fund and made them dedicated accounts, and renamed the Department the Department of Business, Occupational and Professional Regulation to reflect the fact that fifty percent of Maine's occupational and professional licensing are within this Department.

The Second Session of the 111th Legislature created and placed within the Department the Board of Occupational Therapy Practice; it placed within the Department the Penn Bay Pilotage Commission and extended the Department's authority over the remaining six attached licensing boards. It permitted the Department to lease purchase additional computer capacity and to retain auctioneers licensing fees which had previously gone to the General Fund. It reviewed and to some extent standardized the per diem and expenses of licensing board members and provided that legislators could not be licensing board members.

The First Regular Session of the 112th Legislature transferred the Board of Administrators of Medical Care Facilities from independent status to this Department, effective June 4, 1985;

and it created the Board of Registration of Dietetic Practice and the Board of Respiratory Care Practitioners and placed them within the Department, both effective September 19, 1985.

The Second Regular Session of the 112th Legislature conducted the first ever audit and program review of the Department and left it fundamentally unchanged. The audit was useful in every respect. It redefined important relationships, eliminated outdated statutory provisions, and helped the Department in the areas of housing and personnel.

The process repealed the Itinerant Photographers Registration Act and defined for all licensing boards the definition of a "public member."

The Department put before the Session a proposal to put all licensing boards within a single Bureau of Professional Regulation. While the proposal did not pass, the Legislature did the following, effective July 16, 1986: took the Radiologic Technologist Board from Human Services, the Veterinarians Board from Agriculture, and the Barbers Board from affiliated status, and put them within this Department. It affiliated with the Department the boards which license chiropractors, dentists, medical doctors, nurses, optometrists, osteopaths, pharmacists and podiatrists. It directed that by 1990 all licensing boards be physically located in the Capital area. It created statutory standards to be met by groups seeking additional licensing boards. The registration of Sellers of Business Opportunities was transfered to the Securities Division of the Bureau of Banking.

During 1987, the First Session of the 113th Legislature enacted legislation placing the Board of Accountancy within the Department and strengthening the Board's licensing law. The Legislature also passed legislation significantly revising the licensing statute used by the Real Estate Commission. Finally, the 113th Legislature created a new licensing board to regulate acupuncturists, which will be located in the Department.

PROGRAM: The Commissioner is the Administrative head of the Department and, as such, budgets for the entire department, initiates and coordinates all planning, directs the activities of the Department's two divisions and those of all units and employees not part of a major subdivision. The Commissioner is responsible for most personnel matters and directs the day-to-day management of the Department.

The Commissioner is responsible for reviewing the operation of agencies within the Department, and to assure that each "complies fully with its statutory and public service responsibilities." However, the Commissioner lacks authority "to exercise or to interfere with the exercise of discretionary regulatory or licensing authority" which is vested by statute directly in the Bureaus, Boards and Commissions of the Department.

In the case of affiliated boards, the Commissioner and the Department act only as a liaison with the Governor and with other units of state government. Affiliated boards prepare their own budgets and submit them through the Department.

The Commissioner develops the Department's legislative program, and coordinates it within the Department and with the administration. The activities of the Department during FY 87 are discussed in the reports of its component parts.

LICENSES, PERMITS, ETC.:

See individual agencies.

PUBLICATIONS:

See reports of component units.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	35,839	35,839				
Health Benefits	1,528	1,528				
Retirement	3,334	3,334				
Other Fringe Benefits	286	286				
Other Contractual Service	34,282	34,282				
Commodities	2,159	2,159				
Transfers to Other Funds	39	39				
TOTAL EXPENDITURES	77,467	77,467				

BOARD OF ACCOUNTANCY

WILLIAM L. RANDALL, CPA, CHAIRMAN
ROBERT E. WILSON, JR., CPA, Secretary-Treasurer

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 280; *Citation:* 32 M.R.S.A., Sect. 3971

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Accountancy was established to protect the public through regulation of the practice of public accounting in the State of Maine so as to establish and maintain a high standard of integrity and dignity in the profession. The primary responsibilities of the Board are to examine, certify and register qualifying applicants for a certificate to practice public accounting in the State; to revoke, suspend or refuse to renew any registration permit after proper notice and hearing; to promulgate and amend rules of professional conduct; and to publish and distribute at least once every two years a register of Certified Public Accountants, other practitioners registered by the Board, Board members, regulations of the Board, rules of professional conduct, and laws relating to the practice of accounting.

ORGANIZATION: The Board of Accountancy, as established by Title 5, section 12004, subsection 1, shall consist of 5 members appointed by the Governor. Each member of the board shall be a citizen of the United States and a resident of this State. Three members shall be persons registered in accordance with subchapter III and whose principal occupation has been in active practice as a certified public accountant for at least the 5 preceding years. One member shall be a person registered in accordance with subchapter IV and whose principal occupation has been in active practice as a noncertified public accountant for at least the 5 preceding years. One member of the board shall be a representative of the public. Appointments shall be for 3-year terms, except that the terms of 2 members other than the public member shall expire each calendar year and appointments of less than 3 years may be made in order to comply with this limitation. Any vacancy occurring during a term shall be filled by appointment for the unexpired term. Upon the expiration of his term of office, a member shall continue to serve until his successor shall have been appointed and shall have qualified, and the successor's term shall be 3 years from the date of the expiration, regardless of the date of his appointment. No person may be eligible to serve more than 3 full consecutive terms, provided that for this purpose only a period actually served which exceeds 1/2 of the 3-year term shall be deemed a full term. The Governor shall remove from the board any member whose permit to practice has become void, revoked or suspended, and may, after hearing, remove any member of the board for cause.

PROGRAM: The duties of The Board of Accountancy include holding Certified Public Accountant (CPA) and Public Accountant (PA) examinations, issuing CPA and PA certificates by reciprocity from other states, issuing annual permits to practice to qualified certificate holders, and investigating complaints against certificate holders, taking appropriate action where necessary. The Board prepares and distributes free of charge its roster of licensed practitioners in the State and provides information to the general public in relation to securing of accounting services and to persons contemplating a career in the profession of public accounting.

During the fiscal year 1987 the Board of Accountancy met 7 times, held 2 examinations, and issued 80 certificates based on the examination results. A total of 869 Public Accountants and Certified Public Accountants secured annual permits to practice.

LICENSES, PERMITS, ETC.:

- Certification:
    - Public Accountants
    - Certified Public Accountants
- Annual Registrations:
    - Offices
        - Public Accountants
        - Certified Public Accountants

PUBLICATIONS: Annual Roster listing all public accountants and certified public accountants registered to practice, state statute and Board regulations pertaining to the practice of public accountancy within the State. (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF ACCOUNTANCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,495		3,495			
Other Contractual Service	43,194		43,194			
Rents	1,415		1,415			
Commodities	665		665			
Transfers to Other Funds	1,358		1,358			
TOTAL EXPENDITURES	50,127		50,127			

DIVISION OF ADMINISTRATIVE SERVICES

LINDA S. GILSON, DIRECTOR

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3917
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 028; *Citation:* 10 M.R.S.A., Sect. 8003

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: This Division was established to provide centralized administration for all of the bureaus, boards and commissions within the Department, and for the Department itself.

Its major responsibilities are Accounting, Personnel Management and Purchasing. The Division provides centralized accounting and budgeting, centralized purchasing and property recording, and centralized personnel services including the preparation of payrolls and related recordkeeping. Most reports required of the Department, and of small agencies within it, are prepared by this Division.

ORGANIZATION: This division consists of a Director, one secretary, one accountant II, one accountant I and one account clerk II.

Within the Administrative Services Division there are two functional units. The first is Financial which provides centralized accounting and fiscal services for the department as well as centralization of purchasing and property accounting. The second section, Personnel, is responsible for all personnel transactions for the department including the preparation of payrolls, affirmative action and contract administration.

PROGRAM: The Administrative Services Division provides the services described above for the entire Department. Additionally, the Division is responsible for ordering and arranging for the services provided to all units by outside staff agencies and by private parties and vendors. It is in the process of computerizing its functions on the department's computer. Completion of this process will provide better and more varied management information reports.

PUBLICATIONS:

Department of Professional and Financial Regulation, Organizational Structure and Financial History .... No Charge

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	107,737		107,737			
Health Benefits	5,886		5,886			
Retirement	20,754		20,754			
Other Fringe Benefits	363		363			
Other Contractual Service	2,978		2,978			
Commodities	409		409			
Equipment	1,124		1,124			
Transfers to Other Funds	28,063		28,063			
TOTAL EXPENDITURES	167,314		167,314			

ARBORIST EXAMINING BOARD

HENRY L. THIBODEAU, CHAIRMAN
JACQUELINE BERUBE, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1933 *Sunset Termination Scheduled to Start by:* June 30, 1988
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 287; *Citation:* 32 M.R.S.A., Sect. 2001
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Arborist Examining Board was established to provide examinations, licenses and enforcement of the statutes relative to arborists in Maine. The primary responsibilities of the Board are to determine policy; issue rules and regulations; compile and maintain an up-to-date list of all licensed arborists; collect and expend fees; issue, renew and revoke licenses; and prepare and give scheduled examinations.

ORGANIZATION: The Arborist Examining Board, created in 1933, is comprised of six members, two appointed from the Bureau of Forestry by the Bureau Director and four appointees by the Governor—one a plant pathologist from either the State or University of Maine staff, two licensed commercial arborists, and one public member; all are appointed for a five year term.

By action of the 108th Legislature (Chapter 360 PL 1977 and Chapter 682 PL 1978) the Arborist Examining Board was placed under the Department of Business Regulation essentially for the purpose of collecting fees, issuing licenses, and maintaining records of finances and lists of licensed arborists. Licenses are now issued on an annual basis.

PROGRAM: During FY 87, the Arborist Examining Board administered 102 exams. All exams given in the category of General Tree Care. Also during FY 87, the Board underwent review by the Office of Fiscal and Program Review. Based on recommendations of this study, the Legislature's Audit and Program Review Committee has extended the life of the Board for one more year to determine if the Board serves a useful purpose to the public.

The current number of licensed arborists is 250.

PUBLICATIONS:

Arborist Study Guide—Sent upon receipt of application fee.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARBORIST EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	275		275			
Other Contractual Services	2,476		2,476			
Transfers to Other Funds	768		768			
TOTAL EXPENDITURES	3,519		3,519			

MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS AND LANDSCAPE ARCHITECTS

EDWARD W. MILLETT, CHAIRMAN
ALAN BALDWIN, Secretary

Central Office: 142 High St., Portland *Telephone:* 774-0039
Mail Address: 142 High St., Rm. 614, Portland, Me. 04101
Established: 1945 *Sunset Review Started:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 288; *Citation:* 32 M.R.S.A., Sect. 211
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Board for Licensure of Architects and Landscape Architects was established to protect the public and maintain high professional standards through the examination, certification and registration of persons who wish to practice architecture, or use the title 'architect' or 'Maine registered landscape architect' in the State of Maine. The primary responsibilities of the Board are to examine all applicants who desire to use the title 'architect' or 'Maine registered landscape architect' and engage in performing the functions of each; to issue certificates of registration and renewals thereof, upon payment of specified fees, to applicants who have satisfactorily met statutory requirements. The Board makes such rules and regulations as may be desirable or necessary to establish standards and verify qualifications of applicants for registration, and employs legal advice and such other assistance as it may deem necessary. Also, records of its proceedings and a register of all applicants for registration are kept by the Board.

ORGANIZATION: Appointments shall be for 3-year terms, except that no more than 3 members' terms may expire in any one calendar year. Appointments for terms of less than 3 years may be made in order to comply with this limitation. No person may be eligible to serve more than 3 full consecutive terms, provided that for this purpose only, a period actually served which exceeds ½ of the 3-year term shall be deemed a full term. Upon expiration of a member's term, he shall serve until his successor is qualified and appointed. The successor's term shall be 3 years from the date of the expiration, regardless of the date of his appointment. Any vacancy shall be filled by appointment for the unexpired term. A member may be removed by the Governor for cause.

The Board annually elects a chairman and a secretary. The Board must meet at least once a year to conduct its business; additional meetings being held as necessary for the purpose of examining candidates for registration.

PROGRAM: The Board, in accordance with the Maine Administrative Procedure Act, makes rules and regulations for the protection of the public health, safety, and welfare, as necessary for the performance of its duties of establishing and maintaining high standards of professional qualifications and ethical conduct, and verifying qualifications of applicants for registration as architects or landscape architects. The practice of architecture consists of rendering, or offering to render, service to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents and a coordination of structural factors concerning the aesthetic or structural design and inspection of construction of buildings or any other service in connection with the designing or inspection of construction of buildings located within the State.

The practice of landscape architecture consists of rendering or offering to render services to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents involving the development of land and incidental water areas where, and to the extent that, the dominant purpose of such services is the preservation, enhancement or determination of proper land uses, natural land features, naturalistic and aesthetic values, the settings and approaches to buildings, structures, facilities or other improvements, and natural drainage. The consideration, determination and solution of inherent problems of the land relating to erosion, wear and tear, blight or other hazards are also part of the services offered by landscape architects.

In FY 87, 21 residents in the State were registered as architects; 4 by reciprocity with registration in another state, 5 through the National Council of Architectural Registration Boards, and 12 by examination.

There were 67 nonresidents registered as architects; 3 by reciprocity with registration in another state, and 64 through the National Council of Architectural Registration Boards.

In addition, 6 resident landscape architects were registered; 5 by examination and 1 by reciprocity with registration in another state. There were 7 nonresidents registered by examination.

There are 216 resident registered architects and 46 resident landscape architects. There are 700 nonresident architects and 46 nonresident landscape architects.

There were 2 complaints of unlicensed practice of architecture and 1 complaint of improper practice by a registered architect.

LICENSES, PERMITS, ETC.:

Registration:
    Architects and Landscape Architects

PUBLICATIONS:

The Board has copies of the Laws/Rules & Regulations of the Maine State Board for Licensure of Architects & Landscape Architects, which are available upon request. A current list of all registered architects and landscape architects may be purchased from the Board upon payment of $5.00.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS AND LANDSCAPE ARCHITECTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,065		2,065			
Other Contractual Service	31.069		31,069			
Rents	2,440		2,440			
Commodities	181		181			
Transfers to Other Funds	1,010		1,010			
TOTAL EXPENDITURES	36,765		36,765			

MAINE ATHLETIC COMMISSION

HARRY J. DALTON, CHAIRMAN
JACQUELINE BERUBE, Executive Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1939 *Sunset Termination Scheduled to Start by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 035; *Citation:* 32 M.R.S.A., Sect. 13501
Average Count—All Positions: 5 *Legislative Count:* 5

PURPOSE: The Maine Athletic Commission was established to regulate all boxing contests and exhibitions in the State of Maine, so as to ensure the safe pursuit of boxing as a sport and to provide appropriate recreation and entertainment for the public. In 1977, professional wrestling was added to the Commission's jurisdiction. In 1987, amateur and professional kick-boxing was added to the Commission's jurisdiction. The primary responsibilities of the Commission are to promulgate all necessary rules and regulations; to license all participants in professional boxing and kickboxing contests and exhibitions held in Maine and all officials for amateur contests and exhibitions; to license all professional wrestlers and officials for professional wrestling contests for mental or physical reasons; to recommend revocation of licenses to the Administrative Court under the Administrative Procedures Act; and to ensure payment into the General Fund by promoters of five percent of gross receipts from boxing and wrestling contests and exhibitions.

ORGANIZATION: The Maine State Boxing Commission was created by Legislative Act in 1939. Under State government reorganization legislation, effective October 3, 1973, the Commission was placed within the Department of Business Regulation. On May 16, 1977 the Governor approved a Legislative name-change to the Maine Athletic Commission from the Maine State Boxing Commission.

The Commission consists of five members appointed by the Commissioner of Business Regulation with the advice and consent of the Governor, for terms of three years. The members may be removed by the Governor for just cause. So far as is practicable, four of the members must be persons interested in, and familiar with boxing. The fifth member must be a public member, who is not engaged in the business of boxing. The Department of Professional and Financial Regulation employs personnel and provides administrative assistance as required.

PROGRAM: During FY 87 there were 3 boxing shows and 22 wrestling shows held.

LICENSES, PERMITS, ETC.:

Boxing	*Wrestling*	*Kickboxing*
Referee	Referee	Assistant Scorekeeper
Manager	Matchmaker	Judge
Physician	Manager	Kickboxer
Second	Physician	Knockdown Timekeeper
Timekeeper	Timekeeper	Kickjudge
Boxer	Wrestler	Matchmaker
Promoter	Promoter	Manager
Knockdown timekeeper		Physician
Judge		Promoter
		Referee
		Second Timekeeper

PUBLICATIONS: Statutes and Rules relating to boxing and wrestling in the State of Maine are available for a nominal fee.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE ATHLETIC COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,990		4,990			
Retirement	909		909			
Other Fringe Benefits	10		10			
Other Contractual Service	7,693		7,693			
Commodities	15		15			
Transfers to Other Funds	6,517		6,517			
TOTAL EXPENDITURES	20,134		20,134			

BOARD OF LICENSING OF AUCTIONEERS

PATRICIA J. BEAUDOIN, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: State House Sta. #35, Augusta, Maine 04333

Established: September 14, 1979 *Sunset Review Required by:* June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 302; *Citation:* 32 M.R.S.A., Sect. 271

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Licensing of Auctioneers was created for the purpose of advising the commissioner of the Department of Professional and Financial Regulation or his designee on the administration of the laws relating to auctioneers.

ORGANIZATION: Created effective September 14, 1979, the Board of Licensing of Auctioneers is composed of 3 members, 2 of whom are auctioneers and one who is a public member. The members are appointed by the Governor and serve for initial terms of one, two and three years respectively without compensation. Members are reimbursed for actual expenses for attendance at meetings. After the expiration of the terms of the initial members, succeeding members serve for a term of 3 years. The advisory board meets at least once each year in the department offices and at other times as the commissioner deems necessary. The Board, during FY 1987, became a full licensure board.

PROGRAM: The Board had reason to investigate 3 complaints. No meetings were necessary to determine if there were violations against the auctioneer law. All complaints were handled within the Division of Licensing and Enforcement and no disciplinary action needed to be taken against these auctioneers. As of June 30, 1987, a total of 282 auctioneers held licenses, 236 resident and 56 non-resident.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF LICENSING OF AUCTIONEERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	932		932			
Transfers to Other Funds	21		21			
TOTAL EXPENDITURES	953		953			

BUREAU OF BANKING

H. DONALD DeMATTEIS, SUPERINTENDENT
COLETTE L. MOONEY, Deputy Superintendent
ROY L. GOVE, Deputy Superintendent

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3231
Mail Address: Statehouse Sta. #36, Augusta, Maine 04333

Established: 1827 *Sunset Review Required by:* June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 029; *Citation:* 9-B, M.R.S.A., Sect. 121

Average Count—All Positions: 27 *Legislative Count:* 6

PURPOSE: The Bureau of Banking was established to supervise all financial institutions chartered by the State in a manner to maintain and promote safe and sound financial practices; strength, stability and efficiency of financial institutions; security of deposit and share funds; reasonable and orderly competition; and development and expansion of financial services advantageous to the public welfare; and to assure that investors and the general public have the full and accurate information needed to make investment decisions, and that transactions in securities be effected fairly and honestly and are not fraudulent.

The Bureau has the power and responsibility to promulgate rules and regulations to govern the activities, operations, and procedures of financial institutions; to conduct an on-site examination of each financial institution supervised by the Bureau at least once every 36 months; to require reports and information necessary for proper supervision; to summon persons and subpoena witnesses in connection with Bureau matters; to order any person to cease violating any law or regulation or cease engaging in any unsafe and unsound financial practice; to approve or deny applications for new charters and applications by existing financial institutions to branch, merge, acquire, consolidate, relocate offices or convert to another charter; to administer the Maine Securities Act requiring registration of all non-exempt securities sold and registration of all brokers, dealers and agents selling securities in Maine; to prohibit dealers and agents from offering or selling securities if not satisfied that offerings have been made honestly, fairly, in good faith, with proper disclosure of information, and will not work a fraud on the prospective purchaser; to suspend or revoke, after hearing, the registration of dealers or agents or of any security, where statutory requirements have not been met; and to respond quickly and effectively to consumer complaints, investigate possible violations and make recommendations to the Attorney General as to the prosecution of violators. The Bureau is lastly required to register and to require bonding of issuers and sellers of money orders by persons other than financial institutions authorized to do business in Maine.

Securities Division. To administer and enforce the Revised Maine Securities Act; to review applications to register securities for sale in Maine and to deny registration to offerings which are made on unfair, unjust or inequitable terms or which involve illegal activities or which would work a fraud on purchasers; to review filings for exemptions from registration; to license securities brokers, dealers and sales representatives transacting business in Maine, as well as persons acting as investment advisers in Maine; to suspend or revoke such licenses for misconduct as defined in the Securities Act; to respond to consumer complaints; to investigate possible violations of the law, and when warranted by the circumstances, to issue cease and desist orders or refer matters to the Attorney General for civil or criminal action. Effective July 16, 1986, the Bureau is responsible for administering the Business Opportunity Sales Act and the State Commodity Code.

ORGANIZATION:

Banking. From the date of Maine's statehood until 1831, only occasional committees were appointed by the Legislature to examine certain banks whenever deemed expedient. In 1831, the Legislature directed the Governor and Council to appoint two Commissioners who were required to examine each incorporated bank at least once a year. The powers and duties of the Commissioners were gradually broadened to include authorization to supervise every state bank and savings bank in the State and to set forth procedures to guard against unsafe practices. In 1868, the two Bank Commissioners were replaced with a single examiner of banks and insurance companies charged with making annual examinations of banks and insurance companies. Two years later, a separate office of Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. In 1909, legislation was enacted granting general supervisory powers over banks, mergers and new charters under a public convenience and advantage standard. The title of Bank Examiner was also changed back to Bank Commissioner. The Commissioner was empowered to hire one or more clerks, one of whom would be named Deputy Commissioner, thus marking the beginning of the Banking Department. Since 1909, powers and duties have been expanded to include supervision and regulation of credit unions.

Under the plan for State government reorganization, the Bureau of Banks and Banking was placed within the Department of Business Regulation, effective October 3, 1973. The title of Bank Commissioner was changed to Bank Superintendent and the statutes provided for one or more Deputy Superintendent. The Bureau of Banks and Banking became known as the Bureau of Banking when the new Maine Banking Law took effect October 1, 1975. The licensing of small and large loan companies, home repair dealers and salesmen, motor vehicle dealers and authority in the area of credit cost disclosures and non-deposit industrial loan companies were transferred to the Bureau of Consumer Protection within the Department of Business Regulation, effective June 28, 1974. The last of the remaining industrial banks went out of existence during the early months of 1976. In 1977, Chapter 22, Section 221 was amended to change the examination period from one year to 18 months.

In early 1985, a reorganization of the administrative staff of the Bureau was implemented. The Banking Division was divided into two functional groups with the responsibility for coordination and development of each area delegated to a Deputy Bank Superintendent. The Deputy Superintendent of Examination supervises the Bureau's professional field staff, and coordinates and monitors examinations and problem bank supervision. The Deputy Superintendent of Research/Administration is responsible for the development of the Bureau's data base, bank monitoring systems, legislative/rule-making activities and manages the office staff. A Financial Analyst position was also added to the Bureau's administrative staff, recognizing the need for more comprehensive, continuous analysis of changes in the financial services industry and the Bureau's role in monitoring these developments. The recently completed Agency Review conducted by the Joint Standing Committee on Audit and Program Review recommended that the Bureau increase the visibility of its role as the State's regulator of financial institutions and its complaint mediation process. The Bureau is in the process of developing a Consumer Outreach Program and anticipates employing one individual to direct this program in the coming fiscal year.

Securities Division. The law of the State of Maine relating to "Dealers in Securities" was enacted in 1913, two years after Kansas enacted the first "blue sky" law. This law was to be administered by the Bank Commissioner. Following several minor revisions, the law was amended in 1931 to include an expanded definition of the term "securities" to include land or property situated outside of Maine and to provide for a full-time securities examiner and later to provide for a Securities Division. In 1967, the law was changed substantially to provide for the registration of securities, to expand further the definition of securities, to add civil liability and antifraud provisions to the Act, and to increase penalties for violations. A 1973 amendment to the Maine Securities Act gave the Superintendent of Banking authority to exempt certain dealers, agents, securities and transactions, and a 1977 amendment authorized an expanded exemption for Maine corporations. Significant amendments effective in 1980 and 1981 also redefined certain terms, provided new or expanded exemptions, and added new enforcement authority. In 1984 the securities law was further amended to accommodate electronic registration of agents, and also to provide authority to order stale applications abandoned.

In June 1985, the One-Hundred-and-Twelfth Legislature passed, and the Governor signed into law, An Act to Revise the Maine Securities Act. The new law, based on a modified version of the draft revised Uniform Securities Act, became effective September of 1985. The Act contains authority for the Bank Superintendent to adopt the Uniform Limited Offering Exemption for private placement offerings. The new Act makes numerous other changes, including broadening the scope of the Securities Act in the areas of enforcement and the regulation of Investment Advisors, and providing for registration of securities by notification, coordination and qualification. The new Act provides for a more streamlined and more equitable regulation of securities activities in the state and also contains greater enforcement powers. To implement these changes, the Bureau has created new supervisory positions in the registration and enforcement areas.

Legislation enacted in 1986 gave the Bureau enforcement powers with respect to the sale of certain types of business opportunities and commodity contracts. The Bureau exercises these new responsibilities through the Securities Division. During the same legislative session, the Takeover Bid Disclosure Law, which had been administered by the Division, was repealed because of concern over its constitutionality.

PROGRAM: The Bureau's program is primarily implemented through its Banking and Securities Divisions.

Banking. Statutes have recently been amended to require examination of all state-chartered financial institutions once every three years. The present 18-month examination cycle ends June 30, 1987. It is anticipated that the 36-month cycle will then be implemented; a computer based system to monitor bank performance between examinations will also be implemented at that time.

In 1983, the Maine Banking Code was amended to provide a notification process to be followed for opening, closing, or relocating a branch of a financial institution. The Superintendent retains the right to require a comprehensive application for such transactions as circumstances warrant. During fiscal year 1987, 22 notification letters were processed: 15 to open new branches, 4 to relocate existing facilities, and 3 to close branches. In addition, the Bureau received and approved three applications to establish new branches. The Bureau also acted on three proposals, two of which involved interstate acquisitions and one new bank was chartered. Five applications to form one-bank holding companies were approved, and one is pending. One application was approved to permit a financial institution to engage in non-banking activities through a newly acquired subsidiary. One bank converted from mutual to stock form of ownership. One new credit union was chartered, and the Bureau approved the merger of two credit unions. There are now over 400 shared satellite banking facilities available in Maine.

Administrative personnel of the Bureau participated in programs of industry groups, professional associations and federal regulatory agencies. Advanced examiner training involved several examiners in interagency schools designed to increase the level of expertise in bank examination and supervision. One senior examiner serves as an instructor at schools sponsored by the Education Foundation of State Bank Supervisors; two others serve as instructors for the Federal Home Loan Bank Board schools. Three examiners attended graduate studies programs. The Bureau is continuing to broaden the scope of its examination capabilities to now include electronic data processing, bank holding companies and a formal compliance review.

Securities Division. During fiscal year 1986-87, the Securities Division received and processed 3,707 applications to register securities, 420 notifications to perfect exemptions for private offerings, 924 notifications to perfect exemptions for exchange-listed securities, and 167 notifications to perfect exemptions for transactions with existing securities holders. While this represented an annual increase of 5% in public registrations, total securities filings declined by 2%. Changes in the federal tax laws probably constituted the major reason for the decrease.

At the end of the fiscal year, the Division had 792 licensed broker-dealers, an increase of 18% from the prior year. The number of licensed sales representatives has grown rapidly, reaching 13,489 on June 30, 1987. This represented an increase of 30% over the past year and 82% over the past two years. As a result of this increase, more of the Division's time has been devoted to reviewing sales representative applications. Although no formal denials were issued, 66 persons withdrew their applications as a result of objections raised by the Division.

Regulations promulgated by the Division to implement the licensing of investment advisers took effect on February 1, 1987. At the end of the fiscal year, 34 investment advisers were licensed with the Division.

The Division's Enforcement Unit devoted more time to litigation, as two of its investigations developed into major lawsuits filed in Superior Court. The first was brought against a national brokerage firm specializing in the sale of penny stocks. The second involved a local business involved in offering real estate investments. Both cases were pending as of the end of the fiscal year. Administratively, the Division took its first actions under the Maine Commodity Code, securing agreements from two commodities firms not to engage in business in Maine and obtaining $4,000 in restitution from one of those firms. Restitution of $26,000 was also obtained from a cattle feeding program. In addition, the Division brought about the return to investors of approximately $200,000 in instances in which the investments were not fully explained to the investor, were the result of high-pressure sales tactics, or involved some illegality. Finally, $12,500 in penalties were collected from brokerage firms conducting business in Maine without being licensed.

The Division continued its consumer education efforts by making available at no charge a short film on fraudulent "boiler room operations." The firm, entitled "Calling For Your Dollars," was produced by the Better Business Bureau and the North American Securities Administrators Association (NASAA). The staff of the Division also contributed to the work of NASAA by actively participating on its Investor Alert Committee, Franchise and Business Opportunities Committee and Commodities Committee and in the work of its Regulatory Liaison Section.

LICENSES, PERMITS, ETC.:

License:
- Broker-Dealer
- Securities Dealer
- Sales Representative
- Investment Adviser
- Negotiable Money Orders (Company and Agent)

PUBLICATIONS:

Maine Bureau of Banking Regulations and Bulletins— ($65.00) (includes updates 1987 inclusive)

Revised Maine Securities Act—(Free)

A Consumer's Guide to Home Mortgage Financing in the 1980's (Free)

Report of the Superintendent, Bureau of Banking, State of Maine For the Ten Year Period June 30, 1972-June 30, 1983 ($5.00)

Report of the Superintendent, Bureau of Banking-Status of Maine's Financial Institutions (1/15/85—$10.00) (1/15/86—$5.00) (1/15/87—$5.00)

Bureau of Banking—Consumer Outreach Program (Free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF BANKING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	673,815	197,243	476,572			
Health Benefits	32,829	10,641	22,188			
Retirement	116,498	35,566	80,932			
Other Fringe Benefits	2,638	889	1,749			
Computer Services—State	172		172			
Other Contractual Service	168,477	25,102	143,375			
Rents	825		825			
Commodities	10,918	4,094	6,824			
Equipment	21,905	5,916	15,989			
Transfers to Other Funds	29,019		29,019			
TOTAL EXPENDITURES	1,057,096	279,451	777,645			

STATE BOARD OF BARBERS

RAYMOND L. McDONALD, CHAIRMAN
RAYMOND L. HODGKINS, Executive Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2209
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1937 *Sunset Termination Scheduled to Start by:* June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 292; *Citation:* 32 M.R.S.A., Sect. 351

Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The purpose and major goal of the State Board of Barbers is to protect the public through regulation of the practice of barbering in the State of Maine as to maintain high professional standards. To do so the Board is authorized to examine and certify applicants for a certificate of registration for the practice or instruction of barbering in the State of Maine; to issue and renew annually such certificates to each barber and barbershop, barber technician, barber apprentice and student of barbering. The board shall have the authority, after a hearing in conformance with Title 5, section 9051, et seq., to refuse to issue or renew a registration or license. The Administrative Court Judge has the power to suspend or revoke the certificate of any barber shop, registration, or instructor found guilty of violating any provision of this section or of violating any lawful order, rule or regulation rendered or adopted by the board; to keep a register of all persons to whom certificates are issued.

ORGANIZATION: The State Board of Barbers originated in 1937 with the creation of the State Board of Hairdressers and Barbers. In 1961 this Board separated from the State Board of Hairdressers (now the State Board of Cosmetology). This Board now consists of five members: one is the director of the Bureau of Health, one is a lay person representing the public and three are active barbers, the last four are appointed by the Governor for a term of three years. The Board, in its first meeting of each year, elects a chairman, who serves for a term of one year or until a successor is elected. The Board employs a full time executive secretary.

PROGRAM: During FY 1987, the Board held 8 organized meetings, administered examinations to 28 candidates examined for barber certificates and one barber instructor certificate; all candidates passed. There were 925 inspections made in FY 1987.

The following number of licenses, registrations and permits were issued this fiscal year: barber shops 51, barber licenses 32, work permits 8, apprentice registrations 6, instructor licenses 1, student permits 11 and technician registrations 2.

There were two written complaints and two telephone complaints received by the Board. Two complaints were handled by the Board, one by the Director of Licensing and Enforcement and one by the Attorney Generals Office.

The Board of Barbers and the Department of Educational and Cultural Services adopted rules for the examination and licensure of barber instructors.

LICENSES, PERMITS, ETC.:

- License:
  - Barber Shop
  - Barber
  - Instructor
- Registration:
  - Technician
  - Barber Apprentice
- Permit:
  - Work
  - Barber Student

PUBLICATIONS:

Rules and Regulations pertaining to Barber Shops (free)
State Board of Barber Laws Pertaining to Barbers (free)
Rules Pertaining to Barber Instructors (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF BARBERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	20,821		20,821			
Health Benefits	1,514		1,514			
Retirement	3,319		3,319			
Other Fringe Benefits	64		64			
Other Contractual Service	8,504		8,504			
Rents	1,016		1,016			
Commodities	109		109			
Transfers to Other Funds	2,068		2,068			
TOTAL EXPENDITURES	37,415		37,415			

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION

JOHN D. REEDER, PRESIDENT
PAUL BASKO, D.C., Secretary

Central Office: 51 Main St., Springvale *Telephone:* 324-6010
Mail Address: 51 Main Street, Springvale, Maine 04083
Established: 1923 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 297; *Citation:* 32 M.R.S.A., Sect. 501
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Chiropractic Examination and Registration was established to protect the public through regulation of the practice of chiropractic in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants for a certificate of licensure to practice chiropractic in the State, upon payment of specified fees; to renew all certificates annually, upon payment of specified fee and presentation of evidence that the applicant has attended one of two educational programs conducted and supervised by the Board in the preceding year; to investigate all complaints and all cases of non-compliance with the law relating to the registration of doctors of chiropractic and to bring such cases to the notice of the proper prosecuting officer; to make and adopt such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary; and to hold regular meetings at least twice a year for the purpose of considering applications, examining applicants and conducting other business.

ORGANIZATION: The Board of Chiropractic Examination and Registration, established in 1923, consists of five members appointed by the Governor, for terms of five years. During FY 76, a sixth member representing the public was added to the board. Each member must be a graduate of a legally chartered chiropractic school, college or university having the power to confer degrees in chiropractic, and must have been at the time of appointment engaged in active practice for a period of at least three years in the State. The Board annually elects one of its members as chairman and one as secretary and treasurer.

PROGRAM: During FY 87, 55 persons took the Board of Chiropractic Examination; 37 passed and were licensed. No licenses were awarded by reciprocity. Two applications were rejected for insufficient educational credits. Four Board meetings were held to transact the business of the Board. Two meetings were held prior to examinations for consideration of applications to take the Board exam; two were held in conjunction with the educational seminars to review license renewals and consider peer review to ensure quality continuing education and adherence to Maine law; two educational seminars sponsored by the Board were held on Oct. 31-Nov. 1 & 2 in Portland, Maine, and April 23, 24 & 25 in Rockport, Maine.

Delegates of the board attended seminars conducted by the Federation of Chiropractic Licensing Boards in Orlando, Florida, in February, 1987 for the purpose of improving examining procedures.

LICENSES, PERMITS, ETC.

License:

To practice chiropractic in Maine

PUBLICATIONS:

"Laws and Rules and Regulations Governing the Practice of Chiropractic"—No charge.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,425		1,425			
Other Contractual Service	13,404		13,404			
Transfers to Other Funds	1,742		1,742			
TOTAL EXPENDITURES	16,571		16,571			

BOARD OF COMMERCIAL DRIVER EDUCATION

FRANKLIN DONLEY, CHAIRMAN
DIANE BRADSTREET, BOARD CLERK

Central Office: Hallowell Annex, Central Bldg., Hallowell, Maine *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: January 1, 1982 *Sunset Review Required by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 295; *Citation:* 32 M.R.S.A., Sect. 9552
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Commercial Driver Education was created for the purpose of examining and licensing commercial driver education schools and instructors as well as investigating all complaints of noncompliance with or violation of the law and/or established rules and regulations.

ORGANIZATION: The Board of Commercial Driver Education is composed of 5 members appointed by the Governor. Two members are representatives of Class A schools, as defined in section 9601, one is a representative of Class B schools, as defined in section 9601, one member is a public representative and one member is the Director of the Division of Motor Vehicles or his designee.

The term of office of each member is 4 years, except that, of the 3 school members on the first board appointed under this subchapter, one was appointed for 2 years and one for 3 years.

PROGRAM: The Board of Commercial Driver Education strives to improve consumer awareness of commercial driver education facilities, to improve communications between commercial schools and the board; and to provide an in-service training program for staff development in all commercial driver education schools.

The Board evaluates the qualifications of applicants; examines and licenses commercial driver education schools and instructors; investigates all complaints; and conducts hearings when necessary.

A total of 244 commercial driver education schools and instructors are currently licensed; 75 Class A schools; 3 Class B schools; 110 Class A instructors; and 56 Class B instructors.

During fiscal 87, the Board received 5 complaints, all but 3 are pending final action in fiscal 88.

LICENSES, PERMITS, ETC.:

Class A Commercial Schools
Class B Commercial Schools
Class A Commercial Instructors
Class B Commercial Instructors

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMERCIAL DRIVER EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	210		210			
Other Contractual Service	10,349		10,349			
Commodities	45		45			
Transfers to Other Funds	961		961			
TOTAL EXPENDITURES	11,565		11,565			

BUREAU OF CONSUMER CREDIT PROTECTION

HARRY W. GIDDINGE, Acting Superintendent

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3731
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 030; *Citation:* 9-A M.R.S.A., Sect. 6-103
Average Count—All Positions: 15 *Legislative Count:* 1

PURPOSE: The Bureau of Consumer Credit Protection was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit. The primary responsibility of the Bureau is to implement the Maine Consumer Credit Code. The Code requires the Bureau to promote the development of equitable consumer credit practices; to promote competition among credit grantors; and to assure that the regulation of consumer credit transactions in Maine conform to the policies of the federal Truth-in-Lending Act.

In addition, the Bureau is responsible for administration of consumer-related State Acts concerning Collection Agencies, Simplified Consumer Loan Contracts, and Credit Reporting Agencies.

ORGANIZATION: The Maine Consumer Credit Code, enacted by the 106th Legislature, became effective on January 1, 1975 and provided for the establishment of an independent Bureau of Consumer Protection within the Department of Business Regulation. All personnel of the Division of Personal and Consumer Finance of the Bureau of Banking were absorbed by the Bureau of Consumer Protection. The 110th Legislature changed the name of the Bureau to the Bureau of Consumer Credit Protection.

PROGRAM: The Bureau's program is composed of three basic parts: examination of lending institutions and retailers extending credit to ascertain compliance with the consumer credit laws, a complaint investigation division, and a consumer education program. As more of the larger creditors became computerized, there was a marked increase in the centralization of records, resulting in the examiners devoting more time on out-of-state examinations for those creditors whose home bases were out-of-state. A significant amount of the examiners' time was also relegated to the examination of mortgage banking companies, whose numbers have increased dramatically during FY 87. A continued decline in interest rates prompted a heavy volume of refinancing to fixed rate mortgages at much lower rates with these companies, necessitating Bureau oversight on the transactions.

During FY 87, 257 creditors and 14 Collection Agencies were examined. During this period, creditors returned approximately $527,532 to consumers as a result of violations discovered during the examination process. The Bureau cited 1,009 violations of Truth-in-Lending Laws and 565 Consumer Credit Code violations after reviewing 24,518 transactions. The Bureau also cited two other creditors whose credit programs and forms were in complete non compliance.

The Bureau's Complaint Division consists of one specialized Examiner who responded to approximately 1,500 inquiries and complaints. Many were resolved telephonically. A total of 315 written complaints were received and $35,420.36 was refunded to consumers as a result of the Bureau's findings. A large portion of the refunds involved lenders that were not paying the correct amount of monies on escrow accounts or did not meet closing deadlines with consumers who had entered into agreements to "lock in" the interest rate at the time applications were made. Another area of activity concerned consumers who were experiencing problems with their credit reports.

The Bureau issued 3 Advisory Rulings dealing with Code issues. The Bureau also continued its examination program to implement the Fair Credit Reporting Act. The Bureau cited 68 violations after reviewing credit denial files of 221 creditors during FY 87.

The Bureau fulfilled its consumer education responsibilities by speaking to a variety of groups and organizations, appearing on television and radio programs and by issuing news releases providing advice to consumers on topics of current concern. The Bureau published its Cut-Rate Auto Financing Brochure during FY 87. It has been widely received by consumers and businesses alike. Its purpose was to educate consumers on how manufacturer's costs, rebates and/or low interest rate financing plans impact the overall financing costs of motor vehicles.

The Bureau received filings or licensed the following creditors in FY 87:

Supervised Financial Organizations (banks, credit unions—including branches)	366
Supervised Lenders	49
Other Creditors (excluding branches)	1,077
Sales Finance Companies	20
Collection Agencies	34
Total	1,546

LICENSES, PERMITS, ETC.:

License:
- Collection Agencies
- Supervised Lenders-Consumer Credit Code

Registration:
- Consumer Credit Code Notification

PUBLICATIONS:

- Down Easter's Pocket Credit Guide (free to Maine residents)
- Down Easter's Lemon Guide (free to Maine residents)
- Down Easter's Guide to Consumer Rights and Debt Collectors (free to Maine residents)
- Code Word (newsletter) published semi-annually (free to interested parties)
- Cut Rate Auto Financing (Free to Maine residents)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CONSUMER CREDIT PROTECTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	232,985	41,500	191,485			
Health Benefits	11,917	939	10,978			
Retirement	39,630	7,046	32,584			
Other Fringe Benefits	913	131	782			
Other Contractual Service	72,625		72,625			
Commodities	4,222		4,222			
Equipment	17,848		17,848			
Transfers to Other Funds	8,985		8,985			
TOTAL EXPENDITURES	389,125	49,616	339,509			

STATE BOARD OF COSMETOLOGY

ROBERT F. CUNNINGHAM, JR., CHAIRMAN
GERALDINE L. BETTS, Executive Secretary

Central Office: Capitol Shopping Center, Augusta *Telephone:* 289-2231 & 289-2232
Mail Address: Statehouse Sta. #62, Augusta, Maine 04333
Established: 1933 *Sunset Termination Scheduled to Start by:* June, 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 305; *Citation:* 32 M.R.S.A., Sect. 1601
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Board was established to administer, coordinate and enforce Chapter 23; evaluate the qualifications and examine applicants for registration; and at its discretion investigate allegations of violations, in order to protect the consuming public.

ORGANIZATION: The Board consists of 6 members appointed by the Governor. Five shall be engaged in the practice of Cosmetology for at least 3 years immediately prior to this appointment. One member shall be a representative of the public. Term of office shall be 3 years and no one shall serve more than 3 consecutive terms.

PROGRAM: The Board conducted fourteen cosmetology examinations during the FY 1986-87. A total of 458 candidates were examined with 101 candidates failing the original exam and 92 returning to retake the portion(s) of the exam failed and successfully passing. Manicuring exams were also conducted. Eight candidates were examined with six successfully passing the test.

In addition cosmetology instructor examinations were given to sixteen candidates; four failed the original exam but returned to be re-examined and successfully passed.

During the FY 1986-87, the Board held five meetings.

Approximately 4,200 beauty shop/booth inspections were conducted.

Four hundred and twenty-three new beauty shop licenses were issued.

The Board underwent sunset review in 1987 with the recommendation for continuance.

LICENSES, PERMITS, ETC.:

- License:
  - Cosmetology License
  - Cosmetology Instructor License
  - Manicuring License
  - Demonstrator License
  - Beauty Shop License
- Permits:
  - Cosmetology Student Permit
  - Temporary Permit to Practice Cosmetology
- Registration:
  - Apprentice Cosmetology Registration
  - Apprentice Manicurist Registration

PUBLICATIONS:

- Rules and Regulations Pertaining to Beauty Shops (free)
- State Board of Cosmetology Laws Pertaining to Cosmetology 1984 (free)
- Rules of Practice (free)
- Rules Relating to Apprentice, Manicurist
- Rules for Certifying Cosmetology Instructors (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF COSMETOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	81,050		81,050			
Health Benefits	6,681		6,681			
Retirement	13,105		13,105			
Other Fringe Benefits	466		466			
Other Contractual Service	38,290		38,290			
Rents	10,178		10.178			
Commodities	1,749		1,749			
Equipment	2,542		2,542			
Transfers to Other Funds	4,625		4,625			
TOTAL EXPENDITURES	158,686		158,686			

BOARD OF DENTAL EXAMINERS

ROBERT HUTCHINSON, D.M.D., PRESIDENT
PHILIP K. HARGESHEIMER, VICE-PRESIDENT
GEORGE A. FAULKNER, JR., D.M.D.

Central Office: P.O. Box 104, West Minot *Telephone:* 345-3272
Mail Address: P.O. Box 104, West Minot, Maine 04288
Established: 1891 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 313; *Citation:* 32 M.R.S.A., Sect. 1071
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The Board of Dental Examiners was established to protect the lives and health of the people of the State of Maine through regulation of the practice of dentistry so as to maintain high professional standards. The primary responsibilities of the Board are to examine and license qualified applicants for a certificate to practice dentistry, dental hygiene, or denture technology in Maine; upon payment of specified fees to register dentists biannually, and dental hygienists and denture technologists annually who are practicing in the State; to furnish annually to the Secretary of State a list of persons to whom certificates have been granted during the year; to make such rules, not contrary to the law, as the Board deems necessary for the performance of its duties; to investigate all complaints and all cases of noncompliance with or violations of the provisions of laws relating to dentists and to institute or cause to be instituted appropriate proceedings in connection therewith; and to affiliate with the American Association of Dental Examiners as an active member.

ORGANIZATION: The Board of Dental Examiners, originally established in 1891 as the Board of Examiners for Dentists, consists of five members of the dental profession, a consumer for a term of five years and a dental hygienist appointed by the Governor for a term of four years. Dentist members must be graduates of a reputable dental college and have been in the practice of dentistry in Maine for at least ten years immediately preceding the appointment. The Board, at its annual meeting, elects from its members a president, vice-president and a secretary-treasurer. To practice dentistry, it uses the results of the National Board exam and the Northeast Regional Board exam.

PROGRAM: The Board of Dental Examiners met at least monthly in Auburn with lengthy agendas. Agenda items included: interviews for licensure; consumer complaints, dentist complaints; advertising; discussions of complaints with recommendations to the Department of the Attorney General for prosecution in Administrative Court or investigation by that department; and informal hearings with dentists, consumers and their attorneys.

To this date (June 25, 1986) in this fiscal year, 64 dentists were newly licensed. A total of 927 currently registered. 54 Hygienists were newly licensed. A total of 752 currently registered. No denture technologists were licensed or registered. Dental Radiographers—216 currently registered.

During FY 87 the following activity took place: revised and updated Dental Practice Act, now ready for printing; revised Foreign Dentist requirements and found unworkable; revising and updating the Administration of General Anesthesia and its ramifications; and established a set of rules for compliant procedure.

LICENSES, PERMITS, ETC.

Certificate of Ability to practice:
- Dentists
- Dental Hygienists
- Denture Technologists
- Dental Radiographers

PUBLICATIONS:

Directory, 1983—Dentists & Dental Hygienists. Fee $5.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF DENTAL EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	17,828		17,828			
Health Benefits	984		984			
Retirement	2,736		2,736			
Other Fringe Benefits	52		52			
Other Contractual Service	28,312		28,312			
Rents	2,914		2,914			
Commodities	319		319			
Transfers to Other Funds	1,913		1,913			
TOTAL EXPENDITURES	55,058		55,058			

STATE BOARD OF REGISTRATION OF DIETETIC PRACTICE

KATHRYN THOMPSON, CHAIRPERSON
LINDA DUFFY, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: September 19, 1985
Sunset Termination Scheduled to Start by: June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 344; *Citation:* 32 M.R.S.A., 9903
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board was established in Fiscal 1986 in order to recognize the professional qualifications of dietitians and dietetic technicians and to assure the availability to the public of information regarding those who hold themselves out to be dietitians and dietetic technicians.

ORGANIZATION: Under the Department of Professional and Financial Regulation, the Board of Registration of Dietetic Practice consists of two public members, two dietitians and either another dietitian or dietetic technician. All members of the Board are appointed by the Governor.

PROGRAM: The State Board of Registration of Dietetic Practice held 9 meetings during fiscal year 1987. Currently the Board has registered 102 Dietitians and 16 Dietetic Technicians.

During Fiscal 1987 the 113th Legislature passed a bill, which was signed by the Governor, changing the registration function of the Board to a licensure function.

LICENSES, PERMITS, ETC.:

Registrations:
- Dietitian
- Dietetic Technician

PUBLICATIONS:

1. Register of Dietitians and Dietetic Technicians. (fee: at cost)
2. Board of Registration of Dietetic Practice Act and Regulations. (fee: at cost)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION OF DIETETIC PRACTICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	980		980			
Other Contractual Service	5,906		5,906			
Transfers to Other Funds	23		23			
TOTAL EXPENDITURES	6,909		6,909			

ELECTRICIANS' EXAMINING BOARD

PATRICK G. STARRS, CHAIRMAN
DOLORES DRAKE, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2352
Mail Address: State House Sta. #35, Augusta, Maine 04333
Established: 1953 *Sunset Review Extended to:* June 30, 1988
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 318; *Citation:* 32 M.R.S.A., Sect. 1151
Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: The Electricians' Examining Board was established to protect life and property from hazards arising from the use of electricity for light, heat, power and other purposes, and to insure the competency of electricians through examinations; to issue licenses to those qualified to hold the title of Master electrician, Journeyman electrician, Limited electrician, Apprentice or Helper electrician; to investigate all complaints of noncompliance with or violation of the law and Board standards; and to suspend or revoke the license of any electrician found to be guilty, after hearing, of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Electricians' Examining Board was created in 1953, and administered by the Division of State Fire Prevention, to grant general electrical certificates enabling persons to practice any type of electrical work. In 1955, the law was changed to authorize the Board to grant specific licenses. In 1965, the Board introduced a new concept whereby inspectors were assigned to investigate all licenses and installation of any electrical work. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation (renamed the Department of Business, Occupational and Professional Regulation.)

The Board consists of the Commissioner of the Department of Professional and Financial Regulation or his representative, and six members appointed by the Governor; one master electrician, one inside electrician from organized labor, one electrical inspector, one master electrician from the education field, one person experienced in the electrical field and one representative of the public. All appointive members, except the public member, have at least ten years experience in the electrical field. The Board meets at least twice a year. At the first meeting in each calendar year the appointive members elect a chairman.

PROGRAM: During FY 1987, the Electricians' Examining Board held 18 meetings, administered 474 examinations, of which 38% passed. A total of 7,828 people hold licenses issued by the Board.

One of the duties of the Board is to conduct regular inspections of electrical systems in new and existing buildings throughout the State. In determining the acceptability of any installation, the Board follows the standards set forth in the National Electrical Code (NFDA #70). During FY 87, the inspectors made 4,799 commercial inspections, 2,436 inspections, 690 license checks, 678 plan evaluations, and investigated 944 complaints.

The Board also checks electrical vocational school students' projects and approves code classes throughout Maine that inform electricians of important code changes.

The inspectors assist the State Fire Marshal's Office with investigations of fires in which electrical installations are suspected. Inspectors are sometimes required to testify in cases involving faulty electrical installations.

In October 1981, an electrical permit system was initiated requiring electrical permits for all electrical work, except for industrial plants and one and two family dwellings. In FY 87, 1,691 permits were issued.

LICENSES, PERMITS, ETC.:

License:

- Apprentice Electrician
- Helper Electrician
- Journeyman Electrician
- Limited Electrician
- Master Electrician
- Electrical Permits
- Certifications

PUBLICATIONS:

Statutes of the Electricians Examining Board (nominal fee)
Roster of licensed electricians (nominal fee)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELECTRICIANS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	114,580		114,580			
Health Benefits	7,145		7,145			
Retirement	18,783		18,783			
Other Fringe Benefits	616		616			
Other Contractual Service	60,922		60,922			
Rents	232		232			
Commodities	1,142		1,142			
Equipment	37,292		37,292			
Transfers to Other Funds	1,932		1,932			
TOTAL EXPENDITURES	242,644		242,644			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

RALPH L. BEAN, PE, CHAIRMAN
DANIEL WEBSTER, JR., Secretary

Central Office: Terminal Building, Augusta State Airport *Telephone:* 289-3236
Mail Address: Statehouse Sta. #92, Augusta, Maine 04333

Established: 1935 *Sunset Termination Scheduled to Start by:* June 30, 1991

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 322; *Citation:* 32 M.R.S.A., Sect. 1301

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Registration for Professional Engineers was established to protect the public through regulation of the practice of engineering in the State of Maine so as to maintain high professional standards. The Board is authorized to examine, certify and grant certificates to applicants who satisfactorily qualify as professional engineers or engineers-in-training in the State, upon payment of specified fees; to publish and distribute a roster of all registered professional engineers; to make rules and regulations not inconsistent with State laws relating to engineers; to investigate complaints of alleged violations of such laws, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

ORGANIZATION: The State Board of Registration for Professional Engineers, established in 1935, is composed of five professional engineers and one representative of the public, appointed by the Governor for terms of five years. The Board annually elects from its membership a chairman, vice-chairman and a secretary. The latter may or may not be a member of the Board.

PROGRAM: During FY 1987, a total of 321 applications for registration as Professional Engineer were received by the Board. Certificates of Registration were granted to 238 applicants. Of the 238 registered during FY 87, 58 qualified by written examination, 168 by comity with other jurisdictions, and 12 by oral examination. As of June 30, 1987, a total of 3850 engineers were registered for the two-year period ending December 31, 1987.

During the fiscal year, 188 applications for certification as Engineer-in-Training were received.

Engineer-in-Training Certificates were granted to 156 applicants.

The Board maintains membership in the National Council of Engineering Examiners (NCEE). Members fully participate in the activities of the Council. Several serve on Council Committees and in some cases serve as chairman of committees. Individual members of the Board also maintain membership in the several state and national engineering societies. These efforts help in keeping abreast of the activities of the engineering profession.

The Board used the Uniform Written Examination as provided by the NCEE for both the Fundamental (EIT) and the Principles and Practice (PE) examinations. These examinations are made available to the State Boards that desire to use them and are graded and returned by the NCEE at cost. Boards of all 50 states, the District of Columbia and 4 territorial jurisdictions use the NCEE examinations. This is an aid in attaining better uniformity in conducting comity among the several state boards.

Two periods of written examinations are given each year by the Board, in the fall and in the spring. Fall examinations were given at Augusta on October 24, 1986 for 61 professional engineer candidates and on October 25, 1986 for 18 engineer-in-training candidates. Also, on October 25, 1986, 33 engineer-in-training candidates took examinations at Orono. Of these, 15 passed the PE exam and 37 passed the EIT exams.

The spring examinations were also given at Augusta and Orono. On April 10, 1987, 123 professional engineer candidates took the PE exam covering the 4 major disciplines of engineering (Chemical, Civil, Electrical and Mechanical). Also, on April 11, 1987, 162 Engineer-in-Training candidates took the EIT exam—41 at Augusta and 120 at Orono, and 1 in Florida proctored by the Florida Board for the Maine Board. Of these, 63 passed the PE exam and 107 passed the EIT exam.

The Board invited 14 applicants to appear for Oral Interviews, and 12 were granted registration as Professional Engineers.

The Board held five meetings during FY 87. These were held July 8 and September 25, 1986 and January 6, March 5 and June 18, 1987.

LICENSES, PERMITS, ETC.:

Registration:
  Professional Engineer
  Engineer-in-Training

PUBLICATIONS:

"Forty-seventh Annual Report With Roster of Professional Engineers" as of March 31, 1986 (free)

"Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers, Bylaws and Rules and Regulations of the State Board of Registration for Professional Engineers" (free)

"Supplement to Forty-seventh Annual Report With Roster of Professional Engineers" as of December 31, 1986 (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,200		2,200			
Computer Services—State	889		889			
Other Contractual Service	45,637		45,637			
Rents	1,449		1,449			
Commodities	171		171			
Equipment	5,405		5,405			
Transfers to Other Funds	2,918		2,918			
TOTAL EXPENDITURES	58,669		58,669			

STATE BOARD OF LICENSURE FOR PROFESSIONAL FORESTERS

CHAIRMAN
KELLY B. WEBSTER, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 333; *Citation:* 32 M.R.S.A., Sect. 5004
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the State Board of Licensure for Professional Foresters is to protect the public by improving the standards relative to the practice of forestry; to protect the public from unqualified practitioners; and to help insure the proper management of the forest resources of the State. The Board implements these goals by registering and licensing professional foresters, and has the power to revoke or suspend the license of a registered professional forester for cause.

ORGANIZATION: The Board consists of 5 registered professional foresters and one public member who is appointed by the Governor. Since the Board was established in 1975, the initial Board members have been appointed for terms of 1,2,3,4, and 5 years respectively and the initial public member has been appointed for a term of 5 years. Upon expiration of the term of any initial board member, the Governor appoints members for a 5 year term. Each board member holds office until the expiration of the term or until such member's successor is appointed and qualified.

Each year the board elects a chairman, a vice-chairman, and executive secretary. A quorum consists of at least 4 members and all business that requires a vote must be approved by a majority vote of the entire board. Regular meetings are called by the chairman and special meetings can be called by the Board itself.

PROGRAM: In FY 1987, 69 new applicants applied for licensure as Professional Foresters. At the end of the fiscal year there were 831 professional foresters licensed.

Two complaints were processed by the Board during FY 87.

LICENSES, PERMITS, ETC.:
License:
Registered Professional Forester

PUBLICATIONS: (Upon Request)
Laws and Rules of the Maine State Board of Licensure for Professional Foresters.
Listing of all Registered Professional Foresters-Names, Addresses, and License Numbers.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF LICENSURE FOR PROFESSIONAL FORESTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	6,020		6,020			
Commodities	19		19			
Transfers to Other Funds	1,145		1,145			
TOTAL EXPENDITURES	7,184		7,184			

STATE BOARD OF FUNERAL SERVICE

DOMINICK SUSI, CHAIRMAN
LYNN BROWN, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1903 *Sunset Termination Scheduled to Start By:* June 30, 1992

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 331; *Citation:* 32 M.R.S.A., Sect. 1451

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Funeral Service was established to protect the public through regulation of the practice of funeral service in the State of Maine. The primary responsibilities of the Board are to examine and license qualified applicants for a license to practice funeral service; to inspect funeral establishments; and to revoke or refuse to renew any license after proper notice and hearing.

ORGANIZATION: The State Board of Funeral Services consists of 7 members, 6 of whom are persons licensed for the practice of funeral service for 10 consecutive years or who have had 10 consecutive years experience as an embalmer or funeral director in this State immediately preceding their appointment, and one of whom must be a representative of the public. Members are appointed by the Governor for terms of 4 years. In the case of vacancy by any reason, the vacancy is filled by appointment for the unexpired term, as is provided in original appointments.

The Board may adopt rules and regulations consistent with law governing the care, preparation, transportation, cremation, burial or disposition of dead human bodies, and governing funeral service, including licensing and registration of resident trainees.

PROGRAM: During FY 87 there were 164 Funeral Homes licensed, 8 Funeral Directors, 17 Resident Trainees, 357 Practitioners, and 206 Funeral Attendants. Throughout the year the Board had 9 regular meetings. Areas of consideration were: funeral home inspections, complaints, inquiries from other states, examinations, hearings, and educational and apprenticeship programs. Fifty-six (56) funeral homes were inspected and 6 investigations were made during the past year.

LICENSES, PERMITS, ETC.:

- Licenses:
  - Practitioner
  - Funeral Director
  - Embalmer
- Registration:
  - Funeral Home
  - Practitioner Trainee
  - Funeral Attendant
  - Livery Service

PUBLICATIONS:

- Roster of licensees (fee: at cost)
- Rules and Regulations ($5.00)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF FUNERAL SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,800		4,800			
Retirement	575		575			
Other Contractual Service	15,539		15,539			
Transfers to Other Funds	1,152		1,152			
TOTAL EXPENDITURES	22,066		22,066			

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS

BARRY S. TIMSON, CHAIRMAN
PATRICIA BEAUDOIN, Board Clerk

Central Office: Hallowell Annex, Central Bldg. *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: October 3, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 070; *Citation:* 32 M.R.S.A., Sect. 4907
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Certification for Geologists and Soil Scientists was established to institute a certification process by which professional geologists and soil scientists could be defined by educational and experienced background as qualified to practice a profession in the State of Maine. The primary responsibilities of the Board are to examine, certify and grant certificates, upon payment of proper fees, to applicants who qualify to practice as geologists or soil scientists in the State; to renew all certificates annually upon application and payment of renewal fees; to adopt, amend or repeal rules and regulations to carry out State laws relating to geologists and soil scientists; to receive and expend moneys derived from fees and other sources; and to receive and investigate complaints and violations of these laws and make findings thereon.

ORGANIZATION: The State Board of Certification for Geologists and Soil Scientists was established in 1973 as a result of two years of effort and study by a group of earth scientists. This group recognized the need for defining the professional capabilities of an earth scientist whose primary involvement is with the public sector, since, as earth resources development increases in Maine, there is an increase in demand for highly professional evaluation of those resources.

The Board, within the Professional and Financial Regulation, consists of seven members, including the State Geologist and the State Soil Scientist with the State Soil and Water Conservation Commission, ex officio, and five members appointed by the Governor, for terms of five years. One of the appointed members represents the public at large; two must be certified geologists; and two must be certified soil scientists. An office for the Board has been maintained at the Department of Professional and Financial Regulation.

PROGRAM: The Board held four regular meetings during FY 87 to conduct its business. One complaint was received by the Board and is under investigation. Twenty-eight new applications were received. Four Geologists and two Soil Scientists became licensed. As of June 30, 1987, 131 Geologists and 60 Soil Scientists hold valid licenses in the State.

LICENSES, PERMITS, ETC.:
Certification:
  Geologists
  Soil Scientists

PUBLICATIONS:
Roster: (at cost)
Laws and Rules and Regulations (nominal fee)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC System.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	1,582		1,582			
Transfers to Other Funds	920		920			
TOTAL EXPENDITURES	2,502		2,502			

BUREAU OF INSURANCE

JOSEPH A. EDWARDS, SUPERINTENDENT

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1870 *Sunset Review Required by:* June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 031; *Citation:* 24A M.R.S.A., Sect. 200

Average Count—All Positions: 47 *Legislative Count:* 1

Organizational Units:
- General Lines Agent Examination Advisory Board
- Life Agent Examination Advisory Board
- Property and Casualty Division
- Examination Division
- Consumer Services Division
- Licensing Division
- Life and Health Division
- Actuarial Division
- Legal Division

PURPOSE: To regulate all insurance companies granted a certificate of authority in Maine to protect the public, and to license insurance agents, brokers and adjusters in the public interest. To accomplish these purposes the Bureau is empowered to license insurance companies and rating organizations to operate in the State of Maine. It also licenses non-profit hospitals, medical or other health service organizations and automobile road service organizations.

The Bureau examines domestic insurers not less than once every five years to insure the soundness of the insurance company's financial position. In addition, the Bureau has certain limited responsibilities for the examination of alien insurers. The Bureau also audits the annual statements of insurance companies, and examines and issues licenses to all qualified applicants for licenses as insurance agents, brokers, consultants and adjusters. Also, the Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms and contracts used in Maine must be filed by insurance companies for approval by the Bureau.

The Bureau is responsible for authorizing and reviewing self-insurance status for both individual and group self-insurers for workers compensation.

The Bureau may file a complaint with the Administrative Court seeking suspension or revocation of licenses in instances where insurance companies, agents, brokers, consultants or adjusters have failed to comply with the lawful regulations of the Bureau or the statutory provisions of Title 24 or of Title 24-A.

ORGANIZATION: In 1868 a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. Two years later, in 1870, the Office of the Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. The Office of the Insurance Commissioner became the Insurance Department in 1959.

Under the plan for State Government reorganization, the Insurance Department became the Bureau of Insurance and was placed within the Department of Business Regulation effective October 3, 1973.

PROGRAM: The program of this Bureau is implemented through its five divisions.

Property and Casualty Division. This Division reviewed approximately 6,008 rate, rule and form filings, responded in writing on various matters; handled numerous telephone complaints and inquiries; cooperated with various legislative committees and special study committees in several areas, particularly workers' compensation and liability.

Continuing availability problems in the Commercial Insurance Market result in many calls requiring investigation of pricing and availability. The Market Assistance Plan for Day Care Providers continues to provide access to insurance for many Day Care and Nursery operations.

Life and Health Division. The Life and Health Division received, during fiscal year 1987, 9,570 policy forms for review; 891 of which required further correspondence; 775 forms were subsequently disapproved and 7,904 approved or placed on file. This Division also processed 53 consumer written requests for information or help concerning problems of marketing or claim settlement. This Division also updated the Medicare Supplement Comparison Chart and revised the Credit Life & Health Insurance Rule.

Consumer Services Division. The Consumer Services Division serviced 1,277 complaints and 1,188 inquiries during the fiscal year 1986/87. One hundred forty-four (144) hearings were scheduled on cancellation or nonrenewal of dwelling or automobile insurance policies; 81 hearings were held with 38 of the cases decided in favor of the insured; 63 hearings were cancelled because either the insurer agreed to continue the policy in force or the insured requested cancellation of the hearing.

Licensing Division. During the fiscal year 1986/87, the Licensing Division processed licenses for 9 new companies (2 companies withdrew), 1,323 agents, 45 adjusters, 160 brokers and 4 consultants. There were 676 agents cancelled. The net gain for the fiscal year was 647.

There are currently 7,544 licensed agents, 297 adjusters, 834 brokers, 64 consultants and 718 companies. There are 13 road service organizations, 3 medical companies and 4 health maintenance organizations. There are 12,150 charged licenses on the Board.

The Bureau administered 1,451 examinations during the fiscal year 1986/87. The decrease from the previous fiscal year is due to the fact that the Bureau went to an outside testing service in early May.

Examination Division. The Examination Division completed 5 domestic insurance company examinations and 4 policy reserve valuations. Statistical reports were compiled on insurance written in the State of Maine.

LICENSES, PERMITS, ETC.:

License:
- Insurance Agents (Res. & Nonres.)
- Insurance Brokers (Res. & Nonres.)
- Insurance Adjuster (Res. & Nonres.)
- Surplus Lines Insurance Brokers
- Road Service Co. & Agents
- Insurance Consultants (Res. & Nonres.)
- Insurance Companies
- Rating Organizations
- Inter-Insurers
- Health Maintenance Organization
- Preferred Provider Organizations

Authority:
- Self-Insurer Worker's Compensation Exposure

PUBLICATIONS:

**Insurance and You.* A Guide to Better Understanding of Insurance for Residents of the State of Maine. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 7 pgs.

**Health Insurance and You.* A Guide to Better Understanding of Health Insurance Policies for Residents of the State of Maine. Jan. 1975. Maine Bureau of Insurance, Station #34, Augusta, Maine 04333. 20 pgs.

**Automobile Insurance Premium Comparison Report.* Oct. 1984. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333.

**A Guide to Preparing for the State of Maine Insurance General Lines Consultants Examination.* Prepared by the General Lines Insurance Advisory Board, Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. (1983 edition.) 7 pgs.

**A Guide to Preparing for the State of Maine Insurance Adjuster's Examination.* Prepared by the General Lines Insurance Advisory Board. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 24 pgs.

**Homeowners Insurance Premium Comparison Report.* Mar. 1985. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333.

**Medicare Supplement Insurance Comparison Chart.* 1985 Edition, Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333.

*Single Copies—FREE.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	859,466	45,509	813,957			
Health Benefits	42,633	1,152	41,481			
Retirement	149,711	9,347	140,364			
Other Fringe Benefits	3,851	158	3,693			
Computer Services—Comm.	2,549		2,549			
Computer Services—State	7,841		7,841			
Other Contractual Service	1,277,025	863	1,276,162			
Rents	955		955			
Commodities	14,994		14,994			
Grants—Subsidies—Pensions	1,853		1,853			
Equipment	24,567		24,567			
Transfers to Other Funds	101,038		101,038			
TOTAL EXPENDITURES	2,486,483	57,029	2,429,454			

GENERAL LINES AGENT EXAMINATION ADVISORY BOARD

MARY E. CASWELL, C.P.C.U., CHAIRMAN
JOSEPH A. EDWARDS, Superintendent

Central Office: Stevens School, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333
Sunset Review Required by: June 30,1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 033; *Citation:* 24A M.R.S.A., Sect. 1525
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The main purposes of the General Lines Agent Examination Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, the times and places within the State where examinations shall be held.

ORGANIZATION: The General Lines Agent Examination Advisory Board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the general lines insurance business and is a resident of the State. No person may be reappointed to a board for more than one 3-year term. In appointing members to the general lines advisory board, the superintendent, so far as practicable, must appoint persons with prior experience in the education and training of fire, casualty or surety insurance agents or prospective agents; and, so far as practicable, the superintendent must also constitute the board so that it at all times includes members who are experienced in the fire, casualty or surety insurance business, 2 of whom are representatives of general lines agents, one of whom is a representative of the domestic mutual insurers, other than life insurers, one of whom is the representative of other insurers authorized to do a property, casualty or surety insurance business in this State, and one of whom shall represent the public.

The board may, in addition, consult with the superintendent with respect to possible Legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of property, casualty or surety insurance by licensed general lines agents.

The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The General Lines Agent Examination Board held 4 regular meetings during the year. The Board selected a private contractor, Educational Testing Service, to administer Agents' and Brokers' Licensing Examinations previously given by the Bureau of Insurance. The first E.T.S. test was offered on May 9, 1987, and every two weeks testing occurs in two locations: Portland and either Augusta or Bangor, on an alternating basis.

Representatives of E.T.S. worked with the Board to compose three versions of the Maine section (Part II) of each exam, reach a consensus concerning the proper answer key for each question, and weigh the questions for difficulty in order to achieve balance among the three versions.

LICENSES, PERMITS, ETC.:

The Board issues no licenses itself, but participates in preparation of examinations used as a basis for licensing by the Bureau of Insurance.

FINANCES, FISCAL YEAR 1987: 24A MRSA, Section 1526, provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

LIFE AGENT EXAMINATION ADVISORY BOARD

BETTY CUSHMAN, CHAIRPERSON

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333
Established: 1970 *Sunset Review Required by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 034; *Citation:* 24A M.R.S.A., Sect. 1525
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of the Life Agent Examinations Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, and the times and places within the State where examinations shall be held.

ORGANIZATION: The board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the life insurance business, and is a resident of this State. No person may be reappointed to a board for more than one 3-year term.

In appointing members to the life advisory board, the superintendent, so far as practicable, must appoint persons with prior experience in the education and training of life insurance agents or prospective agents; and so far as practicable, the superintendent shall so constitute the board that it shall at all times include one general agent or manager of a life insurance agency within this State, and one salaried home office officer or employee of a domestic life insurer.

The board may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of life insurance by licensed life agents. The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The Board met 6 times during the Fiscal Year 1986/87. The purpose of these meetings was (1) to review the bias from the various testing services in order to make a recommendation to the Superintendent as to which Service to select; (2) to meet with the selected service (ETS) to write questions for the exam; (3) to meet with ETS to review the edited questions written previously; and (4) to meet with ETS to develop passing scores.

The Boards objective for the coming fiscal year is to monitor exam results and make recommendations to the Superintendent and to work on Specialty exams to be administered by the Bureau.

FINANCES, FISCAL YEAR 1987: 24-A M.R.S.A., Section 1526, provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

BOARD OF HEARING AID DEALERS AND FITTERS

CHARLENE DUNN, CHAIRPERSON
JACQUELINE BERUBE, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 164; *Citation:* 32 M.R.S.A., Sect. 1660A
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Hearing Aid Dealers and Fitters was established to supervise the issuance of licenses; to administer examinations to qualified applicants; and to provide educational programs for licensees and/or trainees.

ORGANIZATION: The Board consists of 9 members; 5 licensed hearing aid dealers and fitters, one licensed physician, an audiologist, a member of the Maine Committee on Aging, and one representative of the public. Members of the Board must be residents of the State. Each hearing aid dealer and fitter on the Board must have had not less than 5 years of experience and must hold a valid license as a hearing aid dealer and fitter, as provided under this chapter.

All members of the Board are appointed by the Governor. The term of office of each member is for 3 years. A vacancy in the office of a member shall be filled by appointment for the unexpired term. The members of the Board shall annually designate one such member to serve as chairman and another to serve as secretary-treasurer. No member of the Board shall be reappointed to the Board for more than 3 full consecutive terms.

PROGRAM: The Board met four (4) times during fiscal year ending June 30, 1987. Thirteen (13) trainees were examined in October, 1986, and four (4) in April, 1987.

LICENSES, PERMITS, ETC.:
- License:
    - Corporation
    - Hearing Aid Dealers and Fitters
- Permit:
    - Trainee

PUBLICATIONS:

A register of hearing aid dealers and fitters licensed in the State of Maine. (Fee: printings are available on request—at cost.)

Rules and Regulations (nominal fee)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF HEARING AID DEALERS AND FITTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,040		1,040			
Other Contractual Service	5,756		5,756			
Transfers to Other Funds	2,618		2,618			
TOTAL EXPENDITURES	9,414		9,414			

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS

ALFRED COULOMBE, CHAIRMAN
THEODORE M. STONE, Secretary

Central Office: Sherburne St., So. Gardiner, Maine *Telephone:* 582-3443
Mail Address: Statehouse Sta. #98, Augusta, Maine 04333
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1991
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 360; *Citation:* 32 M.R.S.A., Sect. 1671
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Registration for Land Surveyors was established to protect the public through regulation of the practice of land surveying in the State of Maine so as to maintain high professional standards. The Board is authorized to conduct examinations and certify those persons qualified to hold the titles of Land Surveyor or Land Surveyor-in-Training; to verify credentials of applicants for a certificate; to keep a record of all applications for certificates as Land Surveyors; to keep a roster of the names and places of business of all registered land surveyors; to make rules and regulations, consistent with the laws of the State, as reasonably necessary for the proper performance of its duties; to conduct hearings and investigations upon receipt of complaints pertaining to land surveying; to refer cases to the Administrative Court for disciplinary actions where warranted; and to revoke the certificate of any registered land surveyor who is found guilty of fraud, deceit, gross negligence, incompetency or misconduct.

ORGANIZATION: The State Board of Registration for Land Surveyors, established in 1967, consists of five land surveyors and one public member appointed by the Governor, for terms of five years. Land Surveyor members must have been actively engaged in land surveying for at least ten years immediately preceding appointment. The Board annually elects from its membership a chairman, vice-chairman and a secretary. Legislative action transferred this Board to the Department of Business Regulation effective July 1, 1981.

PROGRAM: The State Board of Registration for Land Surveyors meets a minimum of four times a year to evaluate and act upon applications for registration. It conducts written examinations twice a year to determine the competency of the applicants. Prerequisites to taking the examination are five years of apprenticeship and land surveying or three years apprenticeship with academic training, or three years apprenticeship with a Land Surveyor-in-Training certificate.

A Land Surveyor-in-Training examination is given twice a year. This is the first part of the Land Surveyor examination and includes the fundamentals and mathematics of surveying. It is designed for students who have completed a surveying curriculum of apprentices working with a registered Land Surveyor, in order to certify them in the first step toward registration.

During fiscal year 1987, 35 Land Surveyor applications were received and 13 were registered. The total number of registrants on June 30, 1987 was 964. Of this number, 208 are non-state residents. Land Surveyor-in-Training applications during this period were 62. A total of 24 were certified which included applications from the previous year. There are now 500 certified Land Surveyors-in-Training.

LICENSES, PERMITS, ETC.:

Land Surveyor Registration
Land Surveyor-in-Training Certificate

PUBLICATIONS:

Roster, published biennially, and distributed free to all registered Land Surveyors and others upon request.

Land Surveyor Rules and Regulations—free

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	14,347		14,347			
Commodities	21		21			
Transfers to Other Funds	475		475			
TOTAL EXPENDITURES	14,843		14,843			

DIVISION OF LICENSING AND ENFORCEMENT

BRUCE G. DOYLE, DIRECTOR

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: July 30, 1976 *Sunset Review Required by:* June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 041; *Citation:* 10 M.R.S.A., Sect. 8003

Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: Most, if not all, Maine Occupational and Professional Licensing Boards are too small to develop, or to afford by themselves, specialized technical services, or even adequate administrative procedures. Also, because Licensing Boards meet annually and additionally when necessary, they are not in a position to supervise their employees nor to coordinate their legislative programs and to communicate effectively with their appointing authority. This division assists to do all of those things for Licensing Boards within the Department and to enable the Commissioner to meet his responsibility to see that each Licensing Board "meets its statutory and public service responsibility."

ORGANIZATION: The staff consists of a Director, six licensing board clerks, each of whom serves three to five boards, a Director of the Computer Services Section, one Data Control

Specialist and the Executive Director of the Manufactured Housing Board. While the Computer Services Section is a part of the Division of Licensing and Enforcement it provides data and word processing services to the entire department.

PROGRAM: In addition to the Division's own employees, the Director hires, trains and supervises, sometimes subject to Board approval, five clerks and eight enforcement officers who work for the larger licensing boards. The Division, in addition to providing administrative help for the Boards, assists them in matters pertaining to examinations, investigations, disciplinary actions, and enforcement. Its Computer Services Section issues all original and renewal licenses, maintains licensee rosters and registrations and issues renewal notices.

The Division conducts two registration functions, those for Itinerant Vendors and Charitable Solicitors.

Under the Itinerant Vendors Act there were 20 vendors and 118 employees registered during FY 87.

Under the Charitable Solicitations Act there were 340 charities (66% are located in Maine), 229 exempt organizations, and 31 professional fund raisers.

PUBLICATIONS: Rosters of all licensees of Boards, Bureaus or Commissions are printed upon request. Lists are available in many formats and can be as brief or as complete as necessary. Enabling statutes and the Rules of all Boards within the Department are published regularly. These materials are free or available for a nominal fee.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF LICENSING AND ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	163,868		163,868			
Health Benefits	10,526		10,526			
Retirement	27,794		27,794			
Other Fringe Benefits	543		543			
Other Contractual Service	54,739		54,739			
Rents	22,234		22,234			
Commodities	14,247		14,247			
Equipment	12,803		12,803			
Transfers to Other Funds	11,830		11,830			
TOTAL EXPENDITURES	318,584		318,584			

MANUFACTURED HOUSING BOARD

JOHN SCHIAVI, CHAIRMAN
DAVID F. PREBLE, Executive Director

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2955
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 385; *Citation:* 10 M.R.S.A., Sect.9003
Average Count—All Positions: 2 *Legislative Count:* 1

PURPOSE: The Manufactured Housing Board was established in December of 1977 to ensure that such housing is free from hazardous defects and that installation is performed properly. Increasing numbers of persons are turning to manufactured housing, which includes mobile and modular homes, as an affordable way to own a private home.

ORGANIZATION: The Manufactured Housing Board is comprised of five members, all appointed by the Governor. One member must represent each of the following: professional engineers, dealers and mechanics, and manufactured housing owners. The term of office of the members is four years.

PROGRAM: The Board has five responsibilities: (1) the certification of all modular housing manufactured for delivery and installation in the State of Maine, (2) the licensing of dealers, mechanics, and manufacturers who engage in the business of manufacturing, selling, installing or servicing manufactured housing, (3) the investigation of any complaint of alleged violations of any licensee or regulations adopted by the Board, (4) being a State Administrative Agency to enforce the United States Department of Housing and Urban Development mobile home standard, and (5) the licensing of mobile home parks.

The Board issued two hundred eighty-six (286) seals of approval for new State-certified manufactured housing (modular). Two thousand one hundred fifty-five (2,155) Federal certified manufactured housing (mobile) were manufactured or shipped into the State of Maine.

The Board investigated one hundred and nine (109) complaints involving Federal certified manufactured homes under the State Administrative Agency (SAA) program.

The Board's major emphasis is the upgrading of all mobile home parks to meet the requirements of being a safe and decent place to reside.

The Board met ten (10) times during the year.

LICENSES, PERMITS, ETC.:

Dealers
Manufacturers
Mechanics
Mobile Home Parks

PUBLICATIONS:

Manufactured Housing Act 10 M.R.S.A., Part II, Chapter 951
Regulations for Qualification as Authorized Inspection Agency
Regulation for Licensing Manufacturers, Dealers and Mechanics
Regulation for State Certification of Manufactured Housing
Regulation for Consumer Complaint Handling for Federal Certified Manufactured Housing Units.
Rules of the Department of Professional and Financial Regulation Relating to Mobile Home Parks.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANUFACTURED HOUSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	43,934		43,934			
Health Benefits	2,625		2,625			
Retirement	7,261		7,261			
Other Fringe Benefits	143		143			
Other Contractual Service	15,746		15,746			
Rents	47		47			
Commodities	975		975			
Transfers to Other Funds	6,087		6,087			
TOTAL EXPENDITURES	76,818		76,818			

BOARD OF REGISTRATION IN MEDICINE

ELIZABETH SERRAGE, M.D., CHAIRMAN

Central Office: Bangor Street, Augusta *Telephone:* 289-3601
Mail Address: State House Sta. #137, Augusta, Maine 04333
Established: 1895 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 373; *Citation:* 32 M.R.S.A., Sect. 3263
Average Count—All Positions: 4 *Legislative Count:* 0
Organizational Units:
Examiners of Podiatrists

PURPOSE: The Board of Registration in Medicine was established to safeguard the lives and health of the people of the State of Maine through regulation of the practice of medicine so as to maintain high professional standards. The primary responsibilities of the Board are to determine the qualifications of, examine, certify and register candidates desiring admission to medical practice in Maine; to license, register and biennially reregister, upon documentation of certain continuing medical education requirements and payment of specified fees, physicians and surgeons practicing medicine in Maine; to set standards of practice for physicians and surgeons and promulgate rules and regulations as deemed necessary; to conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs of financial assistance to medical students; to investigate complaints and allegations of non-compliance with the laws relating to physicians and surgeons and the rules and regulations adopted by the Board; and to hold hearings and take disciplinary action as required, in the form of probation or censure, or report its findings to the Attorney General for prosecution in the Administrative Court for suspension or revocation.

The Board is also authorized to approve training programs for physician's assistants; to determine the qualifications of, certify, register and biennially reregister physician's assistants and their supervising physicians. In addition, the Board has various responsibilities in connection with administration of the Examiners of Podiatrists.

ORGANIZATION: As established in 1895, the Board of Registration in Medicine consisted of six members appointed by the Governor with the advice and consent of the Council, for terms of six years. Today, members are appointed by the Governor only. In 1975, the Legislature increased the Board membership to seven by requiring the appointment of a public member. In 1983 the Board again was enlarged by two for a total of nine members. Seven members must be graduates of a legally chartered medical college or university conferring degrees in medicine, and must have been actively engaged in medical practice in Maine for a continuous period of five years preceding appointment; two members must be representatives of the public. The Board meets in July of uneven-numbered years and elects a chairman and a secretary-treasurer. Regular meetings are required by law to be held each year in March, July and November. Special meetings are held in January, May and September.

Two members of the Board together with appointees by the Governor constitute the Board of Examiners of Podiatrists.

PROGRAM:

Meetings. The Board of Registration in Medicine holds meetings every two months to permit adequate management of its activities. In addition to three statutorily required meetings in March, July and November, special meetings are held regularly in January, May and September and at other times as necessary. In 1985, the Board met a total of 7 days. One of these was a public hearing for the promulgation of rules. The Board was represented at the annual meeting of the Federation of State Medical Boards and at the Maine All Licensing Boards Conference.

Licensure. The Board utilizes the Federation Licensing Examination (FLEX) as its tool for determining clinical competence or fitness to practice medicine. FLEX is utilized by all states and territories as well as the Canadian Province of Saskatchewan and provides a uniform nationwide standard for medical licensure.

There has been a significant decline in the number of applicants for examination in the State of Maine since the enactment in 1984 of a statutory amendment tightening and strengthening the eligibility requirements for practicing medicine in the State of Maine.

During calendar year 1986, 230 medical doctors were issued permanent licensure to practice medicine in Maine by endorsement of credentials. Twenty-three licenses were reinstated, 149 temporary licenses were issued.

Thirty-two physicians supervise physician extenders; twenty-five physician assistants were issued Certificates of Qualification and Registration. Currently there are 149 physician's assistants rendering medical services in Maine.

Registration and Continuing Medical Education. Medical doctors who actively practice medicine in the State of Maine are required to complete 100 hours of Continuing Medical Education (CME) every two years in order to the eligible for reregistration. Reregistration for the biennium 1986-88 began in March 1986 and will close in October. On July 1, Board records show a total of 4,653 registrants: 1,992 in-state and 2,761 out-of-state.

Investigations and Actions. The Board of Registration in Medicine receives complaints and reports against medical doctors from the public, the profession, law enforcement agencies and other government agencies. The Board responds in varying degrees to each complaint and on its own motion may initiate investigations. A large proportion of complaints are non-jurisdictional cases such as fee disputes, trying to obtain access to medical records or complaints against other professionals. In these cases, the Board tries to facilitate a resolution, dismisses the complaint or refers it to the appropriate agency.

During calendar year 1986, 39 complaints/reports against licensees were filed; added to 31 cases pending from previous years, there was a total of 70 cases in the board's active file. The Board held 4 hearings, 6 informal conferences and filed one complaint with the Administrative Court.

Legislation. Three bills were enacted that affect the Board of Registration in Medicine: L.D. 2400, *An Act Relating to Medical and Legal Professional Liability,* enacted as Chapter 804 of the Public Law, requires the Board to review any licensee who has 3 professional liability claims that have resulted in a monetary judgment over a 10-year period and to treat that situation as a complaint against the licensee, provides for raising the registration fee to $250 biennially in order to strengthen the staffing capabilities of the board and those of the Department of the Attorney General, and strengthens the reporting provisions of the Maine Health Security Act.

L.D. 1716, *An Act to Amend the Postgraduate Training Requirement for Licensure of Physicians,* waives one year of the required post-graduate training for physicians who are board certified in Family Practice.

L.D. 2396, *An Act to Strengthen Professional Regulation,* affiliates the board with the Department of Professional and Financial Regulation and provides for relocating the board to the Capitol area by January 1, 1990.

Other activities:

In addition to routine tasks, the board:

- considered the recommendations of a management consultant and established standing committees: for Administration & Personnel, Licensure and Registration, Legislation and Regulation, Podiatry and Physician Assistants;
- reviewed financial reports, job descriptions, salary ranges of other state board executives;
- determined that comprehensive examinations administered by American Specialty Boards are deemed to be substantially equivalent to the Visa Qualifying examination for the purpose of meeting the requirements of 32 MRSA Section 3271;
- determined that medical schools in the British Isles are the equivalent of medical schools in the United States and Canada;
- determined that oral examiners would be paid an hourly wage plus expenses;
- determined that under the present statute, fee adjudication is not within the purview of the Board;
- met with officials of the Department of Personnel to discuss staff and position needs.

LICENSES, PERMITS, ETC.:

- License:
    - License to Practice Medicine and Surgery
    - Certificate of Reregistration
    - License to Practice Medicine and Surgery as a Camp Physician
    - License to Practice Medicine and Surgery as Locum Tenens
    - Temporary Educational Permit
    - Physician's Assistant Certificate of Qualification
    - Physician's Assistant Certificate of Registration

PUBLICATIONS:

Medical Practice Act (Free)

(Includes Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants)

Compilation of Laws, Rules & Regulations Pertaining to Physician's Assistants

(Includes Sections 3270-A, B, C, of the Medical Practice Act relating to Physician's Assistants and Rules and Regulations governing supervision/delegation of medical services to physician extenders.)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF REGISTRATION IN MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	73,486		73,486			
Health Benefits	3,346		3,346			
Retirement	10,373		10,373			
Other Fringe Benefits	403		403			
Computer Services—Comm.	45		45			
Computer Services—State	64		64			
Other Contractual Service	78,129		78,129			
Rents	9,642		9,642			
Commodities	1,434		1,434			
Grants—Subsidies—Pensions	4,000		4,000			
Equipment	1,945		1,945			
Transfers to Other Funds	7,447		7,447			
TOTAL EXPENDITURES	190,314		190,314			

NURSING HOME ADMINISTRATORS LICENSING BOARD

CHARLENE KINNELLY, CHAIRMAN
DIANE BRADSTREET, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1993

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 371; *Citation:* 32 M.R.S.A., Sect. 63A

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: It is the purpose of the Board to adopt and amend rules and regulations including, but not limited to, standards for courses of study for administrators, standards and procedures for the issuance, revocation and suspension of licenses of administrators and for the investigation of written charges and complaints filed with the board relating thereto, and establishment of licensure fees. Furthermore, the board may determine conditions and procedures, or establish rules or regulations, by which it may issue temporary licenses to administrators of medical care facilities other than hospitals. These licenses may be issued for periods of less than one year, and they may not be renewed or reissued beyond this one year period.

ORGANIZATION: The State Board of Licensure of Administrators of Medical Care Facilities Other Than Hospitals was renamed and reconstituted by Chap. 233 of the Public Laws of the first session of the 112th Legislature, effective June 4, 1985. The board was transferred from the Department of Human Services to the Department of Business Regulation. The membership was reduced from 8 to 7 members. Its new statute requires that one member must be a hospital administrator with not less than 5 years active practice in the State as a hospital administrator. One member must be a registered nurse with not less than 5 years active practice in nursing homes in the State. Two members are to be representatives of the public. The three remaining members are nursing home administrators with not less than 5 years of active experience in the State.

The term of office of the members is 3 years. A member cannot be appointed for more than 3 consecutive full terms.

PROGRAM: The Board held meetings monthly throughout the year. There are oral and two written examinations given each year. Licenses are granted when all the qualifications have been met. The Board requires 24 continuing education hours every year to meet the requirements for relicensure.

The present rules require that the Continuing Education Certificates for 24 hours be attached to the administrator relicensing request. The Board has received many requests for information on the requirements for temporary licenses, permanent licenses and reciprocity. All applications were acted on at Board meetings.

LICENSES, PERMITS, ETC.

License:
- Administrator
- Temporary Administrator

PUBLICATIONS:

Continuing Education Guidelines (free)
Rules, Regulations and Statutes Concerning the Board (free)
Listing of Board Approved Correspondence Courses (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NURSING HOME ADMINISTRATORS LICENSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	710		710			
Other Contractual Service	12,539		12,539			
Transfers to Other Funds	36		36			
TOTAL EXPENDITURES	13,285		13,285			

STATE BOARD OF NURSING

RICHARD L. SHEEHAN, R.N.
JEAN C. CARON, R.N., Executive Director

Central Office: 295 Water St., Augusta *Telephone:* 289-5324
Mail Address: 295 Water St., Augusta, Maine 04330
Established: 1915 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 380; *Citation:* 32 M.R.S.A., Sect. 2151
Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: The State Board of Nursing was established to protect the public through regulation of the practice of nursing in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered professional nurses or as licensed practical nurses; to renew annually the licenses of all qualified registered nurses and practical nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing; and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Court; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered professional nurses or as licensed practical nurses; to approve such nursing educational programs in the State as meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw approval from such nursing educational programs for failure to meet requirements; to approve the credentials of registered nurses who have completed an educational program that prepare registered nurses to perform services in the diagnosis of illness of prescription of therapeutic or corrective measures, when those services are delegated by a licensed physician; and to approve programs of training and instruction that prepare unlicensed personnel to perform selected nursing services when such services are delegated by a registered professional nurse.

ORGANIZATION: The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

In 1985, the Board of Nursing was increased from seven to nine members, as follows: five registered professional nurses, two licensed practical nurses, and two representatives of the public. All members are appointed by the Governor for terms of five years. The Board annually elects from its membership a chairman and a secretary. Also, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

PROGRAM: During fiscal year 1986-87, the Board met in seven regular sessions and one special session for a total of ten days. In addition, Board members participated in committee meetings; served as proctors for licensure examinations; served as visitors on site visits to educational programs in nursing; and represented the Board in conferences or meetings with individuals or groups on matters pertinent to Board business.

Licensure of Nurses. A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered professional nurse or as a licensed practical nurse in this State may be obtained by examination or endorsement of a license legally issued by the licensing authority of another state or country. Every license must be renewed annually, if the licensee is practicing nursing in Maine. During 1986-87, the examination for registered nurse licensure was administered on July 15-16, 1986 and February 3-4, 1987 and the examination for practical nurse licensure on October 15, 1986 and April 7, 1987.

On April 1, 1987, the Board office suffered a loss of records as the result of flooding of the premises. Therefore, the numbers of registered and practical nurses licensed in Maine by examination, endorsement and reinstatement in FY 86-87 are not available.

REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE
July 1, 1986—June 30, 1987

	Registered Nurses	Practical Nurses
Licensed by:		
Renewal	11,324	3,831

Nursing Education. A second major responsibility of the Board of Nursing is approval of all basic educational programs in nursing that prepare persons for licensure in Maine, either as registered professional nurses or as licensed practical nurses. Each educational program is visited on the average of once every three to four years. The criteria for approval are contained in the *Standards for Educational Programs in Nursing, 1983*.

During FY 86-87, site visits were made to two basic educational programs in nursing: Southern Maine Vocational Technical Institute Practical Nursing Program and Northern Maine Vocational Technical Institute Practical Nursing Program. Based on self-evaluation reports submitted by the schools and on the reports of the site visitors, the Board granted continuing approval to the two basic programs in nursing.

Currently, Maine has eighteen Board-approved educational programs in nursing: thirteen to prepare registered professional nurses and five to prepare practical nurses. The name and location of these programs follow.

Educational Programs in professional nursing are of three types. St. Mary's General Hospital School of Nursing, Lewiston, is a hospital-based diploma program. A second type is the associate degree nursing program, which includes the Central Maine Medical Center School of Nursing, Lewiston; the University of Maine at Augusta; the Westbrook College Department of Nursing Education, Portland; the Kennebec Valley Vocational Technical Institute ADN Program, Waterville; the Northern Maine Vocational Technical Institute ADN Program, Presque Isle; the Eastern Maine Vocational Technical Institute ADN Program, Bangor; the Central Maine Vocational Technical Institute ADN Program, Auburn; the Southern Maine Vocational Technical Institute, South Portland; and the University of New England ADN Program, Biddeford. A third type is the baccalaureate degree nursing program, which includes the University of Southern Maine School of Nursing, Portland; St. Joseph's College Department of Nursing, North Windham; and Husson College/Eastern Maine Medical Center, Bangor.

Mercy Hospital School of Nursing, Portland, graduated its last class in June 1987.

Educational Programs in Practical Nursing are offered at N.M.V.T.I., E.M.V.T.I., K.V.V.T.I., C.M.V.T.I. and S.M.V.T.I.

SUMMARY OF BOARD ACTION

A brief summary of Board action in FY 86-87 follows:

—reviewed and accepted for filing the quarterly financial reports and the annual financial statement.

—received reports on renewals and reinstatements of R.N. and L.P.N. licenses during year.

—approved applications for admission to the examinations for registered nurse and practical nurse licensure.

—reviewed results of all licensure examinations and statistical reports on each series and form.

—established an advisory committee to develop a standardized curriculum for nurse assistants.

—determined that registered nurses may REPOSITION Swan-Ganz catheters, under specific conditions.

—determined that bolus doses and/or continuous infusions of epidural analgesics may be administered by a registered nurse, under specific conditions.

—determined that clinical breast examination is within the scope of practice of a registered nurse.

—determined that nasogastric tube insertion is NOT within the scope of practice of a licensed practical nurse.

—determined that the instillation of medications, via nasogastric tube, may NOT be delegated by a registered nurse to a nurse assistant.

—reviewed thirty-one (31) complaints of illegal or unsafe nursing practice and took the following actions: dismissed complaint (14); reinstated license (1); reinstated license on probation (1); placed on probation (3); issued reprimand (1); denied application for termination of probation (2); denied application for licensure by endorsement (1); denied application for license renewal (1); accepted voluntary surrender of license (6); referred to Attorney General's Office for investigation (3); and revoked license (1).

—voted to support pass/fail scoring for the licensure examinations.

—was represented at the 1986 annual Delegate Assembly of the National Council of State Boards of Nursing held in Williamsburg, Virginia.

—was represented at the 1987 annual meeting of Area IV of the National Council of State Boards of Nursing held in Boston, Massachusetts.

LICENSES, PERMITS, ETC.:

License:

Registered Professional Nurse
Licensed Practical Nurse
Temporary Authorization to Practice (Pending License Examination Results)

PUBLICATIONS: (all free)

Law Regulating the Practice of Nursing
Rules and Regulations of the Maine State Board of Nursing
Standards for Educational Programs in Nursing

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	134,919		134,919			
Health Benefits	7,319		7,319			
Retirement	23,208		23,208			
Other Fringe Benefits	681		681			
Computer Services—Comm	925		925			
Computer Services—State	7,861		7,861			
Other Contractual Service	70,371		70,371			
Rents	9,003		9,003			
Commodities	3,355		3,355			
Equipment	1,637		1,637			
Transfers to Other Funds	1,304		1,304			
TOTAL EXPENDITURES	260,583		260,583			

BOARD OF OCCUPATIONAL THERAPY PRACTICE

ELIZABETH SMITH, CHAIRPERSON
LINDA DUFFY, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Station #35, Augusta, Maine 04333
Established: April 12, 1984 *Sunset Termination Scheduled to Start by:* June 30, 1994
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 477; *Citation:* 32 M.R.S.A., Sect. 2271

PURPOSE: It is the purpose of this chapter to provide for the regulation of persons offering occupational therapy services in order to safeguard the public health, safety and welfare, to protect the public from incompetent and unauthorized persons; to assure the highest degree of professional conduct on the part of occupational therapists and occupational therapy assistants; and to assure the availability of occupational therapy services of high quality to persons in need of those services.

ORGANIZATION: The Board consists of 5 members appointed by the Governor. The persons appointed to the board, other than the public member, must have been engaged in rendering occupational therapy services to the public, teaching or research in occupational therapy for at least 2 years immediately preceding their appointments. At least 3 board members shall be occupational therapists. The 4th member shall be either an occupational therapist or an occupational therapy assistant, if available. These members shall at all times be holders of valid licenses for the practice of occupational therapy in the State, except for the members of the first board, all of whom shall fulfill the requirements for licensure of this chapter. The remaining member shall be a representative of the public.

All members are appointed for 3 year terms, but no person may be appointed to serve more than 2 consecutive terms.

PROGRAM: The Board met 9 times during this fiscal year. A total of 267 occupational therapists and occupational therapy assistants are currently licensed.

PUBLICATIONS:

Statutes, rules and regulations (free)
Occupational Therapy Practice Act and Rules and Regulations (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF OCCUPATIONAL THERAPY PRACTICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	4,744		4,744			
Transfers to Other Funds	908		908			
TOTAL EXPENDITURES	5,652		5,652			

OIL AND SOLID FUEL BOARD

RENE ROY, CHAIRMAN
MARY ANN CAMPBELL, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2237
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1955 *Sunset Termination Scheduled to Start by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 381; *Citation:* 32 M.R.S.A., Sect. 2351
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Oil and Solid Fuel Board was established to protect life and property from fire hazards in the installation of oil and solid fuel burners and related equipment and to insure competency of oil and solid fuel burner installers. The Board is authorized to prescribe minimum requirements for safety from fire in the installation of oil and solid fuel burners and related equipment; to ensure the competence of oil and solid fuel burner installers through examination; to license those qualified to hold the titles of Master Oil Burner Technician, Journeyman Technician, Apprentice Oil Technician, Master Solid Fuel Technician, or Apprentice Solid Fuel Technician; to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Oil and Solid Fuel Board, created in 1955, was originally administered by the Division of State Fire Prevention. In 1969, the Board introduced a new concept whereby inspectors were assigned to investigate all licensees and oil burner installations. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation (renamed the Department of Professional and Financial Regulation).

The Board consists of five members appointed by the Governor for terms of two years, the Commissioner of Public Safety or his designee, and the Commissioner of Professional and Financial Regulation, or his designee. Two members are appointed, each from a slate of three persons nominated by the Maine Oil Dealers Association. Three of the appointive members must be oil burner men who are active in the trade, one must be a representative of the solid fuel burning industry, and one of the appointive members must be a representative of the public. The Board annually elects its own chairman.

By action of the Second Session of the 109th Legislature, the name of the Board was changed to the Oil and Solid Fuel Board.

PROGRAM: During FY 87, the Oil and Solid Fuel Board held 8 meetings and administered four licensing examinations for 307 applicants. Of those tested, 219 passed. At the end of FY 87 there were 3,225 licensed; 1,681 Masters, 1,060 Journeyman and 484 Apprentices.

The Board also approves all oil or solid fuel central heating equipment before it can be sold or offered for sale in the State of Maine. During FY 87, the Board granted temporary approval to 16 applications for product approval and full approval to 5 units.

The Board's compliance officers, during FY 87, conducted 631 investigations; the majority of these as a result of complaints filed with the Board. These officers also completed 145 commercial and 150 residential inspections. They also investigated 15 fire sites to determine if the fires originated from the heating equipment.

LICENSES, PERMITS, ETC.:

License:
- Oilburner Technician Apprentice
- Oilburner Technician Journeyman
- Oilburner Technician Master
- Solid Fuel Apprentice
- Solid Fuel Master

PUBLICATIONS:

Approved equipment list ($5 per year)
Rules and Regulations pamphlet ($5.00)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OIL AND SOLID FUEL BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	62,348		62,348			
Health Benefits	4,393		4,393			
Retirement	10,464		10,464			
Other Fringe Benefits	325		325			
Other Contractual Service	20,584		20,584			
Rents	208		208			
Commodities	1,039		1,039			
Equipment	9,113		9,113			
Transfers to Other Funds	4,588		4,588			
TOTAL EXPENDITURES	113,062		113,062			

STATE BOARD OF OPTOMETRY

DAVID J. SMITH, O.D., PRESIDENT
BRIAN HALLOWELL, O.D., Sec.-Treas.

Central Office: P.O. Box 254, E. Winthrop 04343 *Telephone:* 395-4545
Mail Address: P.O. Box 254, E. Winthrop, Maine 04343
Established: 1909 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 382; *Citation:* 32 M.R.S.A., Sect. 2415
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Optometry was established to protect the public through regulation of the practice of optometry in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants to practice the profession of optometry and to hold the title of Registered Optometrist in the State of Maine, upon payment of specified fees; to renew all certificates of license annually upon payment of a specified fee and presentation of evidence that the applicant has attended an educational program arranged by the Board in the preceeding year; to revoke, refuse or suspend any certificate for violation of the laws relating to optometry; to investigate all complaints and cases of non-compliance with optometrist laws, rules and regulations, conduct hearings and bring all such cases to the notice of the proper prosecuting officer; and to enforce standards established by law and make such other reasonable rules and regulations, consistent with the law, as the Board deems necessary.

ORGANIZATION: The State Board of Optometry was established in 1909 as the State Board of Registration and Examination in Optometry and received its present name in October, 1973. The Board consists of six members appointed by the Governor, for terms of five years. Five of the members must be resident optometrists engaged in actual practice for a period of at least five years prior to their appointment, and one member must be a consumer member having no pecuniary interest in optometry or optical products. The Board annually elects from its members a president and a secretary-treasurer.

PROGRAM: The Board of Optometry held 5 meetings during FY 87 on 6/11-12/86, 9/3/86, 12/5/86, 2/4/87, and 4/15/87. Maine Board Examinations were scheduled for July 12, 1986. The Board issued 200 active renewals, 52 nonactive and 33 auxiliary office licenses.

LICENSES, PERMITS, ETC.

- License:
    - Optometrist
    - Diagnostic Drug License

PUBLICATIONS:

"The Maine Optometry Law", 1984—free on request
"Rules of Practice"—free on request

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF OPTOMETRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	950		950			
Other Contractual Service	16,421		16,421			
Rents	155		155			
Commodities	627		627			
Transfers to Other Funds	549		549			
TOTAL EXPENDITURES	18,702		18,702			

BOARD OF OSTEOPATHIC EXAMINATION AND REGISTRATION

DONALD M. McFADDEN, D.O., CHAIRMAN
LAWRENCE M. NEWTH, D.O., Secretary/Treasurer

Central Office: 151 Fogg Rd., Scarborough *Telephone:* 883-2306
Mail Address: 151 Fogg Rd., Scarborough, Maine 04074
Established: 1919 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 383; *Citation:* 32 M.R.S.A., Sect. 2561
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Osteopathic Examination and Registration was established to protect the public through regulation of the practice of osteopathic medicine by maintaining high professional standards. Its primary responsibilities are to examine, certify and register qualified applicants for a certificate to practice osteopathic medicine in Maine. Upon payment of specified fees, the Board can issue, renew, withhold, suspend or revoke all licenses. Furthermore the Board makes such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary. At its annual meeting in every even year, the Board prepares and distributes these rules and regulations, and code of ethics to each licensed osteopathic physician practicing in Maine.

ORGANIZATION: The Board of Osteopathic Examination and Registration, when it was established in 1919, consisted of five members appointed by the Governor with the advice and consent of the Council, for terms of five years. In 1976, the Legislature increased the Board to six members, all to be appointed by the Governor, five of which must be graduates of a legally chartered college of osteopathic medicine and must, at the time of appointment, have been actively engaged in professional practice in Maine for at least five years. The Board meets annually in June of each year. A chairman, a secretary, and a treasurer are all chosen by, and from the members of the Board.

PROGRAM: Revision of the statutes relating to the Board of Osteopathic Examination and Registration in 1973 specified an increase in the registration fee from four to twenty-five dollars per year voted in the June 1982 meeting to become effective January 1983. The Board, at its last meeting on July 8, 1987, made plans for increasing the registration fee to increase the revenue to meet the increased expenses. Revised statutes also specify one annual meeting instead of two meetings as required previously, with special meetings authorized as called by the chairman of the Board.

Continuing medical education requirements were increased from ten hours to fifty hours annually. The secretary's salary was increased to cope with the additional work required in reregistering applicants. Individual files have been established for each physician as an aid in processing and documenting hours as submitted by applicants. Most professional societies and teaching institutions submit lists of courses attended with the hours of credit allowed. Each file is credited according to the report given. All physicians in Maine have received a listing of acceptable courses of study which are on the lists. Occasionally, the Board has to pass judgment on proposed courses of study which are not tabulated on the acceptable listing. The Board insists that at least forty percent of the courses attended for credit must be osteopathic or that the program provides a majority of osteopathic speakers; the remaining hours may be either osteopathic or medical. All practicing osteopathic physicians in the State of Maine must annually document all attendance at meetings acceptable to the Board. This provides the public with assurance that osteopathic physicians keep current with advances in osteopathic medicine as well as medicine at large.

Election of officers at the June annual meeting in Rockland, Maine: Donald McFadden, D.O., Chairman, and Lawrence Newth, D.O., Secretary for the coming year. Plans are being made for moving the office from 151 Fogg Road, Scarborough to Augusta, Maine. The Board is looking at property with other health related boards.

LICENSES, PERMITS, ETC.

License:
- To Practice, including Physician's Assistants

Certificate:
- Of Renewal, including Physician's Assistants

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF OSTEOPATHIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	760		760			
Other Contractual Service	8,126		8,126			
Transfers to Other Funds	823		823			
TOTAL EXPENDITURES	9,709		9,709			

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY

RICHARD LaBONTE, PRESIDENT
RICHARD O. CAMPBELL, Secretary

Central Office: 1 Northwood Road, Lewiston, Maine *Telephone:* 207-783-9769
Mail Address: 1 Northwood Road, Lewiston, Maine 04240
Established: 1877 *Sunset Termination Scheduled to Start by:* June 30, 1988
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 392; *Citation:* 32 M.R.S.A., Sect. 2851
Average Count—All Positions: 1.5 *Legislative Count:* 0

PURPOSE: The Board of Commissioners of the Profession of Pharmacy was established to protect consumers of pharmaceutical services in the State of Maine and to insure high standards of professional practice in pharmacy. The Board is authorized to process applications, examine and license pharmacies and pharmacists in the State of Maine qualified to use the title Registered Pharmacist or Qualified Assistant Pharmacist; to make rules and regulations, consistent with the law, as may be necessary for the regulation and practice of the profession of pharmacy; to regulate the sale of poisons and to adopt schedules of poisons of which a written record must be kept by the retailer; to regulate and control the sale, character and standards of all drugs, poisons or medicines and to inspect during business hours all apothecaries, dispensaries, stores or places where they are manufactured, stored, distributed, compounded, dispersed or retailed; to secure samples of drugs and cause them to be analyzed, to prevent the sale of such drugs, poisons or medicines as do not conform to the laws of the State; to keep a record of the names of all persons examined and registered. The Board also prosecutes all complaints against any person registered as an apothecary, received in writing and signed, for the violations of any of the requirements of the law to be performed by a registered apothecary and suspends or revokes the store license if found guilty of a violation after hearing.

ORGANIZATION: The Board of Commissioners of the Profession of Pharmacy was established in 1877 as the Commission of Pharmacy and received its present name in 1957. The Board consists of six members, including five pharmacists appointed by the Governor, for terms of five years, and one consumer representative who serves for a term of three years, appointed as above. A president and a secretary are elected annually by the Board from its membership.

PROGRAM: During FY 1987, the Board of Commissioners of the Profession of Pharmacy licensed 889 Pharmacists (893 the previous year), 21 Qualified Assistants (23 last year), and issued 304 pharmacy licenses (no change from last year). Reciprocity was granted to 21 pharmacists, compared to 25 last year. Of the two taking the NABPLEX in January, both passed. Twelve candidates took this exam in June 1987—the results are not available yet. One hundred twenty-six wholesalers were registered, compared to 115 last year. Inactive registered pharmacists (a new legislative category six years ago)—67 were licensed, compared to 64 last year.

The Board met twelve times during the year, necessitated by the ever increasing work load and demands. The Board meets the first Tuesday of every other month in the Cumberland Room of the Augusta Civic Center, Augusta, Maine, at 2 P.M., as well as other times as required. During the year, the Board sent one notice to all registered pharmacies in the State of Maine, pertaining to the Controlled Substances Inventory which is required every two years, per the *Controlled Substances Act of 1970.* The Board also sent a notice to all registered pharmacists in the State of Maine, concerning the universal Continuing Education Audit scheduled for June 1987.

The laws relating to pharmacy, Title 32, 22 and the rules and regulations, as revised in 1981, are available upon request, at no charge, as well as being placed in all registered pharmacies. A great deal of time has been spent in the last three and a half years revising the laws relating to pharmacy, which are to be presented to the Legislature in 1988. The price posting list of the 100 most frequently prescribed medications in the State of Maine during the previous year was revised and supplied to all pharmacies in the State as directed by law. Mandatory continuing education is in the twelfth year, requiring some 15 hours of Continuing Education (CE) credits per year for re-registration.

LICENSES, PERMITS, ETC.

License:
- Pharmacy
- Pharmacist
- Assistant Pharmacist
- Wholesaler

PUBLICATIONS:

Laws Relating to Pharmacy Title 32, 22 and the Rules and Regulations Revised 1981—Free

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	35,411		35,411			
Health Benefits	1,687		1,687			
Retirement	5,769		5,769			
Other Fringe Benefits	86		86			
Computer Services—State	15		15			
Other Contractual Service	42,940		42,940			
Rents	178		178			
Commodities	171		171			
Transfers to Other Funds	947		947			
TOTAL EXPENDITURES	87,204		87,204			

BOARD OF EXAMINERS IN PHYSICAL THERAPY

STEVE HUBER, PT, CHAIRMAN
LINDA DUFFY, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Station #35, Augusta, Maine 04333
Established: 1955 *Sunset Termination Scheduled to Start by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 393; *Citation:* 32 M.R.S.A., Sect. 3112
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: By law the primary responsibilities of the Board are to review credentials of, examine, and license qualified applicants for licensure as physical therapists or physical therapist assistants in Maine; authorize issuance of initial certificates of licensure and biennial license renewals; promulgate rules and regulations as necessary; order investigation of complaints of noncompliance with or violation of the law governing the practice of physical therapy or rules adopted by the Board; conduct hearings and take disciplinary action as required or report its findings to the Administrative Court for prosecution; and to establish reasonable fees for the conduct of its business.

ORGANIZATION: Under the Department of Professional and Financial Regulation, the Board of Examiners in Physical Therapy consists of two physical therapists, one physical therapist assistant, one public member and one physican. The Board quorum is three members. Each member is appointed by the Governor and serves a four-year term of office. The Board elects a chairman and a secretary for a two-year term. A Board member may not serve more than two consecutive terms. The Board meets a minimum of three times a year with other sessions as needed.

PROGRAM: The Board held 3 meetings in Fiscal Year 1987.

Examinations: The licensing examinations utilized by the Board are the nationally accepted examinations for the physical therapist and physical therapist assistant developed by the Professional Examination Service in cooperation with the American Physical Therapy Association.

Examinations were conducted by the Board on November 3, 1986, July 1, 1986, and January 9, 1987. Twenty-two (22) candidates were examined for licensure as physical therapists. Four (4) candidates were examined for licensure as physical therapist assistants.

Licensure: A total of 60 physical therapists were licensed during Fiscal Year 1987, and 11 physical therapist assistants.

As of June 30, 1987, Board records show 534 physical therapists and 73 assistants licensed in the State of Maine. The total number of licensees is 607.

LICENSES, PERMITS, ETC.:
License:
Physical Therapist
Physical Therapist Assistant

PUBLICATIONS:

1. Register of physical therapists and physical therapist assistants licensed in the State of Maine. (fee: Printings available on request at cost)
2. Physical Therapist Practice Act and Rules and Regulations. (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS IN PHYSICAL THERAPY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	100		100			
Other Contractual Service	8,398		8,398			
Transfers to Other Funds	1,140		1,140			
TOTAL EXPENDITURES	9,638		9,638			

MAINE STATE PILOTAGE COMMISSION

ARTHUR FOURNIER, CHAIRPERSON
KELLY B. WEBSTER, Commission Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1991
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 387; *Citation:* 38 M.R.S.A., Sect. 89
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Pilotage Commission was established to provide a system of state pilotage devoted to the preservation and protection of lives, property, and vessels entering or leaving specified waters. The primary responsibilities of the Commission are to establish and determine qualifications and conduct examinations, upon payment of specified fees, of any person applying to act as a pilot in the waters of Seguin Island to Bath, Penobscot Bay, Penobscot River, Frenchman's Bay, Eastport Harbor, Cobscook Bay, Penamquan River and Friar Roads; to issue and renew licenses, upon payment of specified fees, and suspend or revoke any pilot's license in accordance with statutory requirements; to select only such number of pilots as are necessary to permit adequate pilotage in the above areas; to establish rates of pilotage and collect pilotage fees for such vessels as are subject to such fees under law; to make, establish and enforce rules and regulations consistent with the law relative to all pilots licensed by the Commission and to parties employing such pilots; and to investigate, hear and decide complaints against any pilot or made by any pilot for any misbehavior or breach of rules and regulations.

ORGANIZATION: The Maine State Pilotage Commission (September 1985) (formerly The Penobscot Bay and River Pilotage Commission, created in 1969), consists of five members appointed by the Governor, for terms of three years. Three shall be licensed pilots representing Penobscot Bay and River, Bar Harbor-Eastport and Bath; one shall represent the marine industry interests; and one, with a marine background, shall represent the public. Legislative action attached this Commission to the Department of Business Regulation effective July 1, 1981.

PROGRAM: The Commission held 2 meetings. The Commission promulgated new rules on February 11, 1986. One new license was issued.

PUBLICATIONS:

Roster of licensees (fee: printings available on request at cost)
Rules and Regulations (nominal fee)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE PILOTAGE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Services	2,299		2,299			
Transfers to Other Funds	– 1,560		– 1,560			
TOTAL EXPENDITURES	739		739			

PLUMBERS' EXAMINING BOARD

PETER DUFOUR, CHAIRMAN
PHYLLIS MAE VIOLETTE, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2351
Mail Address: Statehouse Sta.#35, Augusta, Maine 04333

Established: 1937 *Sunset Termination Scheduled to Start by:* June 30, 1992

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 395; *Citation:* 32 M.R.S.A., Sect. 3401

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: To preserve and protect the health of the people of the State of Maine by insuring the existence of adequate and high quality plumbing installations, the Board is empowered to examine and license persons performing plumbing in the State of Maine; to appoint and remove such employees as deemed necessary to carry out the intent of the Legislature; and to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Plumbers Examining Board consists of three members appointed by the Governor; one master plumber, one journeyman plumber and one consumer. Exams are given at least three times a year. The Board meets at least once a year and whenever necessary to conduct the business of the Board. Six meetings were held during this fiscal year. Legislative action transferred this Board from the Department of Human Services to the Department of Business Regulation (renamed the Department of Professional and Financial Regulation) July 1, 1982.

PROGRAM: During FY 86/87 three examinations were held for Journeyman and Master Plumbers. A total of 532 individuals were examined; 261 passed. During the year 628 new licenses were issued; 290 Trainee Plumbers, 160 Journeyman Plumbers, 148 Master Plumbers, 2 Corporations, and 28 Journeyman-in-training.

Since reciprocity became effective on August 1, 1984, we have a total of 245 reciprocal licenses; 177 Master Plumbers, 9 Corporations, and 59 Journeyman Plumbers. An increase of 77 reciprocal licenses were issued.

At present there is a total of 45 Corporations, 37 Journeyman-in-training, 814 Journeymen, 1,608 Master Plumbers and 903 Trainee Plumbers. We are in the process of renewing Journeymen and Trainee plumbers.

During the fiscal year the State Plumbing Inspector made 405 inspections, 2,245 license checks, 30 investigations, disposed of 1,738 complaints, received restitution for 11 cases, 19 cases were presented to the courts for arraignment with 3 prosecutions (8 cases impending), and conducted 12 seminars throughout the state.

LICENSES, PERMITS, ETC.:

- License:
  - Corporation
  - Journeyman
  - Master
- Registration:
  - Trainee Plumber

PUBLICATIONS:

List of licensed Master and Journeyman Plumbers can be purchased through the Central Licensing Division, Department of Professional and Financial Regulation for a slight fee, depending on type of list requested.

Rules ($5.00).

Maine State Plumbing Code (cost $5.00, purchased through Plumbers Examining Board, Department of Professional and Financial Regulation for the purpose of taking the Plumbers Exam or for Plumbers in general. *Anyone else can purchase a code from the Division of Health Engineering, Department of Human Services* for a fee.)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PLUMBERS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	38,409		38,409			
Health Benefits	3,028		3,028			
Retirement	6,389		6,389			
Other Fringe Benefits	188		188			
Other Contractual Service	22,696		22,696			
Rents	100		100			
Commodities	815		815			
Equipment	9,509		9,509			
Transfers to Other Funds	901		901			
TOTAL EXPENDITURES	82,035		82,035			

EXAMINERS OF PODIATRISTS

TERENCE ALBRIGHT, D.P.M., CHAIRMAN
EDWARD BRADLEY, ESQ., Secretary

Central Office: Bangor Street, Augusta *Telephone:* 873-2184
Mail Address: State House Sta. #137, Augusta, Maine 04333
Established: 1933 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 396; *Citation:* 32 M.R.S.A., Sect. 3601
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Examiners of Podiatrists were established to protect the public through regulation of the practice of podiatry in the State of Maine so as to maintain high professional standards. The Examiners are authorized to conduct examinations of candidates for licensure to practice podiatry; to verify credentials of applicants; to license, and renew licensure biennially upon documentation of continuing education activities and payment of specified fees, to maintain a roster of licensed podiatrists; to establish standards of practice; to conduct hearings and investigations upon receipt of complaints pertaining to podiatry; and to file complaints in the Administrative Court for suspension or revocation of a License to Practice Podiatry.

ORGANIZATION: The Examiners of Podiatrists, established in 1933, are affiliated with the Board of Registration in Medicine. The Examiners include two members of the Board of Registration in Medicine, two podiatrists and a representative of the public appointed by the Governor, for terms of four years. The secretary-treasurer of the Board of Registration in Medicine also serves as secretary-treasurer of the Examiners.

PROGRAM: The Board met three times as required by statute: in July and November 1986 and in March 1987. The Board was represented at the annual meetings of the Federation of Podiatry Boards and American Podiatric Association.

Three podiatrists were examined and licensed. On June 30, 1987, Board records showed a total of 63 registrants in its active file.

The Board referred one matter to the Attorney General's Office, made a determination on one complaint, and resolved one matter that had been referred to the A.G.'s Office.

In addition to routine matters, the Board requested from the Attorney General's Office an official interpretation of the phrase "customs and usage" in Section 3270-A of the Medical Practice Act and met with state officials with respect to the audit of Board records and Sta-Cap assessments.

LICENSES, PERMITS, ETC.

License:

License to Practice Podiatric Medicine and Surgery

PUBLICATIONS:

Podiatric Practice Act, Board Rules and Regulations and Roster of Licensees (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EXAMINERS OF PODIATRISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	300		300			
Other Contractual Service	1,077		1,077			
Transfers to Other Funds	1,268		1,268			
TOTAL EXPENDITURES	2,645		2,645			

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

BRIAN RINES, CHAIRPERSON
LINDA DUFFY, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1988

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 415; *Citation:* 32 M.R.S.A., Sect. 3821

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Examiners of Psychologists was established to assure the citizens of Maine of the highest standards of practice of psychology. The Board reviews applications for licensing, administers examinations, both written and oral, and determines those to be licensed. The Board conducts hearings and takes disciplinary action as mandated by statute.

ORGANIZATION: The State Board of Examiners of Psychologists is composed of nine members, 6 psychologists, 1 psychological examiner and 2 public members. Members of the Board are appointed by the Governor for a term of 3 years. The members elect a chairman and secretary yearly.

PROGRAM: The Board held 14 meetings. It conducted 33 oral exams. There are 397 licensees. A total of 14 psychologists and 5 psychological examiners took the written exam in October.

LICENSES, PERMITS, ETC:

- License:
    - Psychologist—315
    - Psychological Examiner—82

PUBLICATIONS:

- Roster of licensees (fee: determined by computer division at cost)
- Rules and Regulations (free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,373		4,373			
Other Contractual Service	14,495		14,495			
Transfers to Other Funds	3,397		3,397			
TOTAL EXPENDITURES	22,265		22,265			

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

SALLY DOE,, R.T.R., CHAIRPERSON
KELLY B. WEBSTER, Executive Secretary

Central Office: Hallowell Annex, Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Station #35, Augusta, Maine 04333
Established: 1983 *Sunset Termination Starting by:* 1992
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 465; *Citation:* 32 M.R.S.A., Sect. 9853
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Radiologic Technology Board of Examiners was established to protect the public from the effects of excessive and improper exposure to ionizing radiation. The primary responsibilities of the Board are to examine and license radiographers, nuclear medicine technologists, and radiation therapy technologists upon payment of specified fees; to renew all licenses biennially upon payment of specified fees; to investigate all complaints and all cases of non-compliance with the law relating to licensing; to make and adopt such rules consistent with the law; and to hold regular meetings at least once per year to conduct its business.

ORGANIZATION: The Radiologic Technology Board of Examiners, established in 1983, consists of 12 members: 2 radiologists; 3 radiographers; one nuclear medicine technologist; one radiation therapy technologist; one radiation physicist; 2 licensed practitioners who are not radiologists; one representative of the Department of Professional and Financial Regulation who shall be the executive secretary and nonvoting member; and one public member who shall not be affiliated with the medical or any allied health profession.

PROGRAM: The Radiologic Technology Board of Examiners promulgated its rules on September 1, 1984. These rules outlined the examination and licensing requirements for radiologic technologists who applied ionizing radiation to human beings. Meetings were held 6 times during the period July 1, 1986 to June 30, 1987. Eight exams during that period were scheduled. Site visits, through contract, are made periodically to verify technologist licensing requirements.

LICENSES, PERMITS, ETC.

License:

To use radioactive materials or equipment emitting ionizing radiation on human beings for diagnostic or therapeutic purposes. Each full license is valid for a 2 year period.

PUBLICATIONS:

90-465 CMR 1 "Medical Radiation Technology Licensing Rules" — no charge.
90-465 CMR 2 "Educational Requirements for Limited Licensure"—no charge.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	12,583		12,583			
Rents	75		75			
Commodities	361		361			
Transfers to Other Funds	1,209		1,209			
TOTAL EXPENDITURES	14,228		14,228			

REAL ESTATE COMMISSION

SHARON A. MILLETT, CHAIRMAN
PAUL A. SAWYER, Director

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3735
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: March 25, 1937 *Sunset Termination Scheduled to Start by:* June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 039; *Citation:* 32 M.R.S.A., Sect. 4051A

Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: The Commission is charged with supervising real estate brokers and salesmen in a manner to insure that they meet standards of conduct which will promote public understanding and confidence in the business of real estate. Primary responsibilities of the Commission are to prescribe curricula and standards for real estate educational programs and to certify programs meeting those standards; to license qualified applicants as real estate brokers, real estate salesmen, home service contract companies and sales agents; to investigate alleged violations of the law; impose sanctions; and the Commission is authorized to defray the cost of and supervise an educational course for licensees.

ORGANIZATION: The Real Estate Commission, originally created in 1937, was reorganized pursuant to P.L. 1983, c. 171 effective in September of 1983. The Commission now includes four members whose vocation for at least five years prior to appointment has been that of a real estate broker or salesman; and one public member with no professional or financial connection with the real estate business. Members are appointed by the Governor, subject to confirmation by the Senate, for three year terms and not more than one member from any one county may serve simultaneously. The members of the Commission are responsible for policy and rulemaking and serve as an adjudicatory panel hearing complaints filed by the director against licensees and to hear appeals of administrative decisions rendered by the director. The director is appointed by the Commissioner of the Department of Professional and Financial Regulation with the advice of the Real Estate Commission. The director is responsible for management of the Commission's affairs within guidelines adopted by the Commission and for carrying out duties allocated to the director by law.

PROGRAM: Twenty-three (23) meetings of the Commission were held, including sixteen (16) adjudicatory hearings. Because of potential problems identified with insulation, waste disposal systems, asbestos and agency relationships, the Commission implemented rules requiring brokers and salesmen to make specific disclosures to consumers and began development of a consumer information brochure. As part of the sunset review process the Commission met on several occasions with the Joint Standing Committee of the Legislature on Audit and Program Review. As a result of the review process an entirely new set of licensing statutes was enacted for implementation during the succeeding fiscal year. Near the end of the fiscal year five new members were appointed to the Commission.

Enforcement. This part of the program is designed to promote compliance with licensing laws and to encourage resolution of consumer complaints filed against real estate brokers and salesmen. Responses were provided to three thousand five hundred (3500) calls concerning real estate transactions received from both consumers and licensees. One hundred and eighty-six (186) cases were under investigation during the year, one hundred thirty-one (131) of which were closed. Because of its enforcement process, the Commission was able to influence resolution of complaints resulting in financial benefits to consumers totaling eighteen thousand five hundred eighty-three dollars and seventy-seven cents ($18,583.77). In addition, the following penalties were imposed through consent agreements or by Commission order: One (1) license was revoked, three (3) licenses were suspended, eight (8) licenses were denied, four thousand one hundred dollars ($4100.00) in fines were imposed, one (1) reprimand was issued and twelve (12) licensees were required to complete additional educational courses.

Licensing. This part of the program includes processing of applications, licensing and administration of license examinations. The staff responded to approximately twelve thousand (12,000) telephone calls and office visits relating to this part of the program. The following is a breakdown of applications processed:

Broker and Salesmen		
Change of license applications	12,399	
Renewal license applications	4,369	
License examination applications	3,357	
New license applications	1,794	
Total applications processed		21,919

On June 30, 1987, the following licenses were in effect:

Real Estate Agencies		
Individual Proprietors	1,351	
Corporations	430	
Branch Offices	214	
Partnerships/Associations	40	
Total Agencies		2,035
Sales Associates		
Real Estate Salesmen	3,221	
Associate Real Estate Brokers	1,680	
Timeshare Agents	6	
Total Associates		4,907
Inactive Licenses		
Real Estate Brokers	1,640	
Real Estate Salesmen	1,177	
Total Inactive Licenses		2,817
Home Service Contracts		
Sales Agents	34	
Companies	3	
Total Home Service		37
TOTAL ALL LICENSES		9,796

License examinations were administered thirty-one (31) times at the Augusta State Armory to two thousand four hundred thirty-four (2,434) examinees. The examination site has been set permanently at the Augusta State Armory. The Commission now publishes a schedule of future examinations so that applicants can choose a preferred examination date.

Education and Examinations. This part of the program includes dissemination of information to encourage compliance with licensing laws, prescribing curriculum and approving schools offering courses designed to qualify real estate broker applicants to sit for license examinations, approving courses for continuing education, and maintaining a valid bank of license examination questions. During the year the Commission continued its program of allowing approved course instructors the opportunity to review the license examination bank. The Commission also hired an Education Director to conduct research and develop standards for creating and maintaining an adequate and verifiable bank of examination questions.

LICENSES, PERMITS, ETC.:

License:
- Real Estate Broker
- Real Estate Salesman
- Branch Office
- Certificate of Approval Real Estate School

Home Service Contract Company
Home Service Contract Sales Agent
Home Service Contract Sales Associate

PUBLICATIONS:
Real Estate Licensing Law and Rules—Free
Catalog of Continuing Education Programs—Free

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

REAL ESTATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	156,449		156,449			
Health Benefits	8,639		8,639			
Retirement	27,449		27,449			
Other Fringe Benefits	679		679			
Computer Services—State	12		12			
Other Contractual Service	81,941		81,941			
Rents	4,427		4,427			
Commodities	4,333		4,333			
Equipment	20,448		20,448			
Transfers to Other Funds	18,678		18,678			
TOTAL EXPENDITURES	323,055		323,055			

BOARD OF RESPIRATORY CARE PRACTITIONERS

DAVID BOYER, CHAIRMAN
LYNN BROWN, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: September 19, 1985
Sunset Termination Scheduled to Start by: June 30, 1995
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 343; *Citation:* 32 M.R.S.A., 9703
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Under the Department of Professional and Financial Regulation, the Board of Respiratory Care Practitioners exists to safeguard the public health, safety and welfare by protecting the public from incompetent and unauthorized conduct on the part of respiratory care practitioners.

ORGANIZATION: Operating in conjunction with the Department's Division of Licensing and Enforcement, the Board of Respiratory Care Practitioners consists of three respiratory care practitioners and two public members all appointed by the Governor. The Board meets at least once a year and at other times as needed.

PROGRAM: The Board met thirteen times during FY 87 and issued 380 licenses. The Board promulgated rules regarding Respiratory Care Practitioners. During FY 87, the Governor selected board members and officers were elected among the board members for Chairman, Secretary and Complaint Officer.

LICENSES, PERMITS, ETC.:

Temporary (one year, non-renewal)
Respiratory Therapist
Respiratory Care Technician
Graduate

PUBLICATIONS:

1. Register of Respiratory Therapists and Respiratory Care Technicians licensed in the State of Maine (nominal fee)
2. Respiratory Care Practitioners Practice Act and Regulations (nominal fee)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF RESPIRATORY CARE PRACTITIONERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	980		980			
Other Contractual Service	3,409		3,409			
Transfers to Other Funds	23		23			
TOTAL EXPENDITURES	4,412		4,412			

STATE BOARD OF SOCIAL WORKER LICENSURE

MYRNA LEWIN, CHAIRPERSON
PATRICIA BEAUDOIN, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30,1988
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 416; *Citation:* 32 M.R.S.A., Sect. 7026
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The major goal of the State Board of Social Worker Licensure is to ensure high standards of practice for the protection of consumers of social work services in Maine by the licensing of persons providing such services. The Board's functions and responsibilities are to process applications and to administer examinations for social workers applying for licensure as licensed social workers, licensed master social workers and licensed clinical social workers; to provide an avenue of redress for those persons who have availed themselves of the services of such social workers and who feel themselves to have been treated unprofessionally or detrimentally; and to hold hearings relative to such complaints and withdraw the license if deemed appropriate.

Effective July 16, 1986, by legislative mandate, social workers must be licensed in Maine. The law allows for persons who are employed in positions in which they represent themselves to the public as social workers or they call themselves social workers to apply for licensure without examination as a licensed social worker up until the deadline of July 1, 1987.

ORGANIZATION: The Board was created in 1969. There are 7 members appointed by the Governor, including two consumer members. Terms of office are for three years and all members hold office until their successors are appointed and qualified.

PROGRAM: Examinations were given in October and April during FY 1987. A total of 162 exams were administered. The total number of licensees is 1,526.

LICENSES, PERMITS, ETC.:

Licensed Social Worker
Licensed Master Social Worker
Licensed Clinical Social Worker

PUBLICATIONS:

Roster—publishing fee

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF SOCIAL WORKER LICENSURE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	28,358		28,358			
TOTAL EXPENDITURES	28,358		28,358			

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY

DEBORAH PARKER-WOLFENDEN, CHAIRPERSON
JACQUELINE BERUBE, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta.#35, Augusta, Maine 04333
Established: 1976 *Sunset Termination Scheduled to Start by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 296; *Citation:* 32 M.R.S.A., Sect. 6010
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Examiners on Speech Pathology and Audiology was established in 1976 to license speech pathologists and audiologists with appropriate credentials and to help assure the availability of the highest possible quality speech pathology and audiology services to the communicatively handicapped people of this state. The Board provides regulatory authority over persons offering speech pathology and audiology services to the public.

ORGANIZATION: The Board of Examiners on Speech Pathology and Audiology is composed of 7 members who are representative of the following: 2 are appointed from the professional field of speech pathology, 2 are appointed from the professional field of audiology, 1 is a physician with specialized training in the field of otolaryngology, and 2 are appointed from the public. Members of the board are appointed by the Governor for a term of 3 years. The members elect a chairperson and a secretary

PROGRAM: The Board met eleven (11) times during Fiscal 1987.

Current licenses: 204 permanent speech pathologists, 36 permanent audiologists and 5 permanent speech pathologist/audiologists.

LICENSES, PERMITS, ETC.:

Speech Pathology
Speech Pathology, temporary
Audiology
Audiology, temporary
Speech Pathology and Audiology
Speech Pathology and Audiology, temporary
Speech Pathology Aide Registration

PUBLICATIONS:

Pamphlet entitled Law and Regulations of Maine Board of Examiners in Speech Pathology and Audiology is available for a nominal fee.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,825		1,825			
Other Contractual Service	6,660		6,660			
Transfers to Other Funds	804		804			
TOTAL EXPENDITURES	9,289		9,289			

STATE BOARD OF SUBSTANCE ABUSE COUNSELORS

STEPHEN R. LEARY, CHAIRMAN
DIANE BRADSTREET, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1996
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 384; *Citation:* 32 M.R.S.A., Sect. 6201
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Substance Abuse Counselors was established to assess and improve the competence of, and provide (non-compulsory) registration for persons working as alcohol abuse or drug abuse counselors in Maine.

ORGANIZATION: The State Board of Substance Abuse Counselors, created in 1977 and constituted in 1978, is comprised of nine members appointed by the Governor, for terms of three years; 7 members are registered substance abuse counselors, 2 members are non-providers, one of whom is a consumer.

PROGRAM: The Board met 16 times during FY 1987 primarily for the purpose of orally reviewing applicants for registration as Substance Abuse Counselors.

The Board of Examiners gives written examinations twice a year and all applicants are granted an oral review and may be provisionally registered even though they fail the written test.

There are 184 currently licensed.

LICENSES, PERMITS, ETC.:

Registered Substance Abuse Counselor
Provisionally Registered Substance Abuse Counselor

PUBLICATIONS:

Application Manual for Substance Abuse Counselors Registration (including bibliography). FREE

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF SUBSTANCE ABUSE COUNSELORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	3,581		3,581			
Transfers to Other Funds	1,786		1,786			
TOTAL EXPENDITURES	5,367		5,367			

STATE BOARD OF VETERINARY MEDICINE

CALVIN NEWMAN, DVM, CHAIRMAN
ALLAN R. COREY, DVM, Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: February 22, 1905 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 285; *Citation:* 32 M.R.S.A., Sect. 4854

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Veterinary Medicine was established to protect the public interest through the regulation of the practice of veterinary medicine in the State of Maine in order to maintain high professional standards. The primary responsibilities of the Board are to administer State Board examinations in veterinary medicine and issue licenses to qualified applicants who have successfully completed the examinations; to issue certificates of yearly registration to licensed veterinarians; to administer State Board examinations to qualified animal medical technicians and issue certificates of registration; to issue yearly renewal registration to registered animal medical technicians; to investigate written complaints brought before the Board; to issue temporary licenses to qualified applicants until such time as the State Board examination results are released; to answer correspondence and maintain financial records; to issue and set fees for annual registration of all veterinarians holding a Maine Veterinary license; and to issue and set fees for Animal Medical Technicians.

ORGANIZATION: The Board of Veterinary Examiners, established in 1905, remained an independent entity until October 1973 when legislation assigned the Board to the Department of Agriculture. The 112th Legislature transferred the Board in September of 1986 to the Department of Professional and Financial Regulation.

Prior to action by the 107th Legislature, the Board consisted of three members, appointed by the Governor with the advice and consent of the Council, for terms of three years, with the Board electing its own secretary and president from its members. Effective October 1, 1975, the name was changed to the Board of Veterinary Medicine, and its membership expanded to five members, all veterinarians, appointed by the Commissioner of Agriculture for terms of five years. The 107th Legislature added a sixth (and public) member to the Board, to serve a 5-year term. This legislation became effective July 29, 1976.

PROGRAM: The Board met seven times during FY 87 and conducted examinations consisting of a one-day National written section and three days of a State oral-practical section. Sixty-three applicants sat for the examination; of this number nine failed. Of the thirty-four animal medical technicians that wrote the examination, eight failed. The secretary also responded to many governmental forms and questionnaires.

LICENSES, PERMITS, ETC.:

- Registration:
  - Animal Medical Technicians
- License:
  - Veterinarians

PUBLICATIONS: Laws relating to Maine Veterinary Practice—1977. Free

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF VETERINARY MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,130		2,130			
Other Contractual Service	7,423		7,423			
Rents	100		100			
Commodities	216		216			
Transfers to Other Funds	534		534			
TOTAL EXPENDITURES	10,403		10,403			

STATE BOARD OF PROPERTY TAX REVIEW

ROBERT E. MILLER, CHAIRMAN
FRANK M. DRIGOTAS, VICE-CHAIRMAN

Central Office: 179 Mt. Vernon Ave., Augusta *Telephone:* 623-4158
Mail Address: Statehouse Sta. #87, Augusta, Maine 04330
Established: July 1, 1982
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 391; *Citation:* 36 MRSA Sect. 271

PURPOSE: The Board has been established to hear and determine tax abatement appeals arising under (1) the tree tax law (36 MRSA 571 et seq), (2) the farm and open space law (36 MRSA 1101 et seq), and (3) as provided in 36 MRSA 272, 843, 844 & 2865.

ORGANIZATION: The Board is established under 5 MRSA 12004 and consists of 15 members appointed by the Governor. Except for appointments made at the formulation of the board, the term of each member is for three years. An appointment to fill a vacancy shall be for the remainder of the unexpired term. Membership is divided equally among attorneys, real estate brokers, engineers, retired assessors and public members. The chairman, who is elected by the body, assigns five members to hear a given appeal with three constituting a quorum. Such hearings are held de nov. After hearing the Board has the power to raise, lower or sustain the original finding.

PROGRAM: This Board held its organizational meeting on August 27, 1986. At that time there were three pending appeals. During the period ending June 30, 1987, 18 additional cases were received. Disposition of the cases as of June 30, 1987 is as follows:

Hearings held and decisions rendered	—	15
Cases withdrawn	—	2
Pending cases	—	4
Total cases		21

In addition, the administrative staff received numerous inquiries which were resolved by telephone call or correspondence.

PUBLICATIONS:
State Board of Property Tax Review—Rules of Procedure

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF PROPERTY TAX REVIEW	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	21,528	21,528				
Health Benefits	984	984				
Retirement	2,529	2,529				
Other Fringe Benefits	51	51				
Other Contractual Service	7,542	7,542				
Rents	3,350	3,350				
Commodities	133	133				
TOTAL EXPENDITURES	36,117	36,117				

DEPARTMENT OF PUBLIC SAFETY

JOHN R. ATWOOD, COMMISSIONER

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-3801
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219; *Citation:* 25 M.R.S.A., Sect. 2901

Average Count—All Positions: 593 *Legislative Count:* 591

Organizational Units:

Bureau of State Police	Bureau of Liquor Enforcement
Office of the State Fire Marshal	Maine Criminal Justice Academy
Bureau of Capitol Security	Board of Trustees Criminal Justice Academy
State Bureau of Identification	Bureau of Safety
	Maine Highway Safety Commission

PURPOSE: The Department of Public Safety was established to promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State. The Department is empowered to coordinate and manage the law enforcement responsibilities of the State as vested in the State Police, the Maine Criminal Justice Academy, the Capitol Security Police Force, the State Fire Marshal, and the Bureau of Liquor Enforcement.

The Commissioner of Public Safety may organize the Department into such divisions, in addition to the Bureau of State Police, as he deems necessary.

ORGANIZATION: The Department of Public Safety was created in 1971 in State Government reorganization legislation to consolidate the former Department of State Police, the Enforcement Division of the State Liquor Commission, the State representatives and employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the Law Enforcement and Criminal Justice Academy, under the Commissioner of Public Safety. The Vehicle Equipment Safety Commission responsibility was removed to the Department of Transportation in 1972, and a 1973 amendment established the Department's organizational structure.

In 1978 the 108th Legislature added the Bureau of Capitol Security to the organization of the Department. Executive Order 6 Fy 80/81 brought about the Department's present form by transferring responsibility for administering the Highway Safety Program in Maine from the Department of Transportation. Through this Executive initiative, the Bureau of Safety was removed from the Department of Transportation with the Maine Highway Safety Committee reorganized to advise the Department of Public Safety and the Governor on highway safety matters.

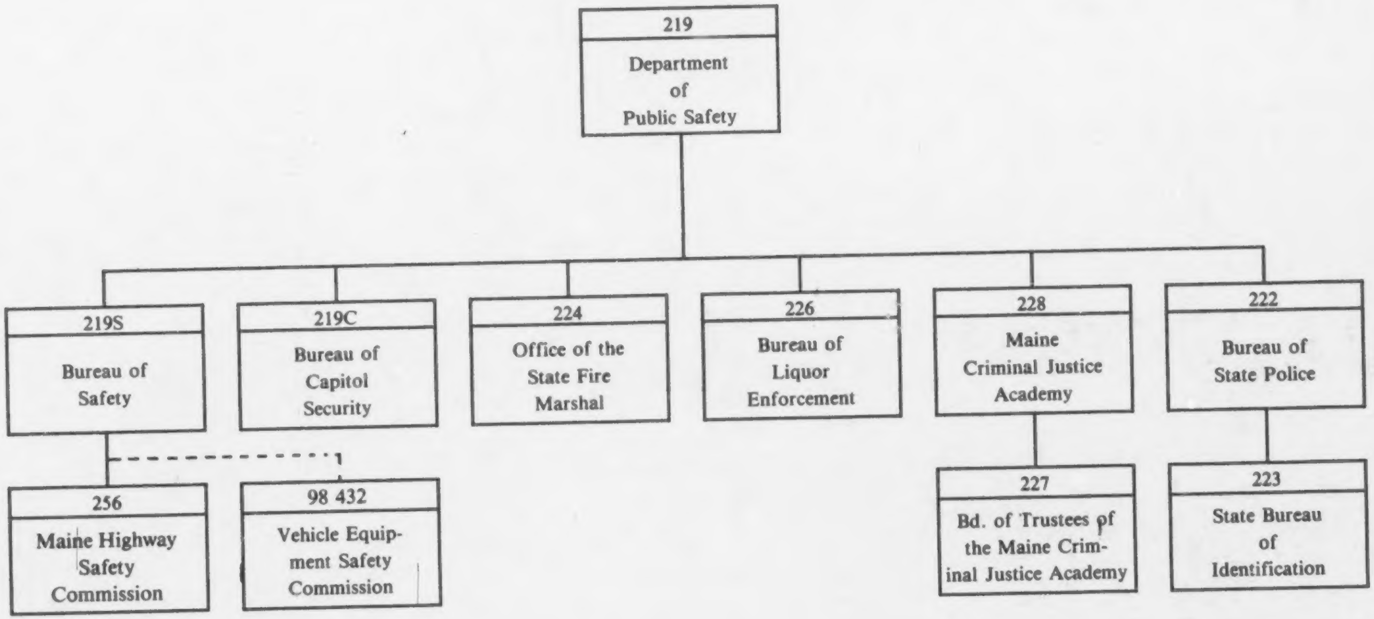
PROGRAM: Other than Administration, the activities of the Department during FY 87 are discussed in the individual reports of its components.

Administration. Effective with fiscal year 1980, the 109th Legislature funded the program entitled the "Commissioner's Office" following the appointment by the Governor of the first civilian Commissioner of the Department of Public Safety. This program included the Commissioner and the Director, Administrative Services. The Department further formed an Administrative Services Division, commencing in fiscal year 1980, to provide a full range of support services to the Bureaus and Divisions of the Department in the areas of Finance, Personnel, Printing and Audit, as described below.

Finance Office: This office provides accounting and budgetary services to the organizational units of the Department, which include the processing of bills for payment, preparation of purchase orders, maintenance of accounting records and transactions, maintenance of accounts receivable, preparation of bills and charges for services, analysis of expenditures and revenues, preparation of work programs and allotments, maintenance of vehicle accident and industrial accident reports, preparation of financial reports and comparative financial data, and the maintenance of capital equipment and real property inventory control records.

For fiscal year 1987, this office has continued to emphasize effective budget planning at all levels of the Department in order to maintain appropriate financial management and control of Department finances. Financial accountability at the lowest level of management respon-

ORGANIZATIONAL CHART
DEPARTMENT OF PUBLIC SAFETY
UMB 16


219
Department of Public Safety
219S
Bureau of Safety
219C
Bureau of Capitol Security
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Office of the State Fire Marshal
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Bureau of Liquor Enforcement
228
Maine Criminal Justice Academy
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Bureau of State Police
256
Maine Highway Safety Commission
98 432
Vehicle Equipment Safety Commission
227
Bd. of Trustees of the Maine Criminal Justice Academy
223
State Bureau of Identification

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
DEPARTMENT OF PUBLIC SAFETY

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	13,678,440	4,383,298	2,058,799	6,964,889	271,454	
Health Benefits	792,049	74,260	118,907	584,556	14,326	
Retirement	4,382,703	1,876,535	576,112	1,852,647	77,409	
Other Fringe Benefits	146,168	12,161	21,310	110,958	1,739	
Computer Services—State	159,615	393	6,107	153,065	50	
Other Contractual Service	3,703,315	522,815	427,997	2,615,564	136,939	
Rents	181,855	4,923	24,497	152,185	250	
Commodities	685,503	60,721	82,137	525,921	16,724	
Grants—Subsidies—Pensions	1,280,244	19,623	74,155	990,094	196,372	
Equipment	2,192,503	266,818	178,201	1,653,687	93,797	
Interest—Debt Retirement	837	1		836		
Transfers to Other Funds	323,839		50,835	258,541	14,463	
TOTAL EXPENDITURES	27,527,071	7,221,548	3,619,057	15,862,943	823,523	

sibility is a particular goal of the Finance Office with respect to the Bureau of State Police. This effort has taken on special significance to the State Police in conjunction with their "Policing By Objectives" program.

Following the Administration account reorganization approved by the First Regular Session of the 112th Legislature, the Finance Office, in fiscal year 1987, completed the preparation of a Manual of Financial Procedures. In fiscal year 1988, this manual will be reviewed and approved by a Department Management Team prior to implementation.

During fiscal years 1986 and 1987, the Finance Office looked into various computer hardware solutions to improve its financial reporting and analysis capability. The intent of this study was to accomplish the following improvements: more effective use of accountants' time; more timely financial reporting to managers; better financial analysis and forecasting; better access to mainframe financial applications; multi-use access to financial files by managers and finance personnel; and, preparation for a move toward a statewide integrated accounting system. In fiscal year 1988, a decision will be made concerning the most appropriate computer hardware to meet the above objectives.

Personnel Office: This office administers all procedures for the recruitment, hiring, promotion, transfer, discipline, training, classification and pay, and labor relations for 577 employees in the department who comprise 88 different authorized classifications.

Major accomplishments for fiscal year 1987 were as follows: 35 promotions; 33 demotions/transfers; 63 orientations; 99 new hires; 76 separations; 29 job analyses for new positions and reclassifications/range changes; 41 acting capacity requests; 2,377 application inquiries answered; 432 performance appraisals; 18 ongoing grievances and arbitration cases, 3 ongoing Human Rights cases, and 147 training requests.

Audit: This office is responsible for the external audit of all National Highway Traffic Administration project grants in the State of Maine in accordance with National Highway Traffic Safety Administration guidelines, the applicable highway safety plan, the HS-1 project grant contract and the requirements of Office of Management and Budget Circulars A-102, A-87, and A-128; and, the internal audit of the Bureau of Safety Planning and Administration function and Highway Safety Program in compliance with Office of Management and Budget circular A-128.

In fiscal year 1987, the audit report on the Highway Safety Program for the years ended June 30, 1984 and June 30, 1985 was received from the Public Accounting firm. The task of auditing the Highway Safety Program for the years ended June 30, 1986 and June 30, 1987 will be accomplished by the Department of Audit in conjunction with this office.

During fiscal year 1987, project grant audits were kept up-to-date as highlighted in FY 86. Project grant auditing, which is a major function of this office, will continue to be accomplished in a timely fashion during fiscal year 1988. Also in fiscal year 1988 this office will continue developing an internal audit function for the entire Department.

Print Shop: This office provides a full range of in-house printing and graphic arts to Department Bureaus and Divisions at the least cost possible.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF PUBLIC SAFETY (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	658,183	128,329	29,051	500,803		
Health Benefits	39,910	5,865	1,802	32,243		
Retirement	177,830	25,115	6,626	146,089		
Other Fringe Benefits	4,500	481	92	3,927		
Computer Services—State	8,912			8,912		
Other Contractual Service	78,159	13,544	712	63,903		
Rents	16			16		
Commodities	28,992	389	36	28,567		
Equipment	985,684	139,783	21,832	824,069		
Transfers to Other Funds	31,047		1,564	29,483		
TOTAL EXPENDITURES	2,013,233	313,506	61,715	1,638,012		

BUREAU OF CAPITOL SECURITY

DONALD SUITTER, CHIEF

Central Office: State Office Bldg., Augusta *Telephone:* 289-3477
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219C; *Citation:* 25 M.R.S.A., Sect. 2901A
Average Count—All Positions: 12 *Legislative Count:* 12

PURPOSE: The Bureau of Capitol Security is charged with the securing of buildings and properties during and after the hours of operation and the enforcement of all State Laws and departmental rules and regulations as they pertain to the Capitol Complex and Augusta Mental Health Institute Complex. The Bureau is also charged with supplying the control of traffic flow and parking at the Capitol Complex and the Augusta Mental Health Institute Complex.

ORGANIZATION: The Bureau of Capitol Security was established by the Legislature in 1977 as a branch of the Department of Public Safety. Prior to 1977, the Capitol Security responsibility was part of the Bureau of Public Improvements. In its present form the Bureau is made up of an administrative head with the title of Chief, one supervisor (Sergeant), nine security officers, and one Clerk Typist.

PROGRAM: During the fiscal year 1987, the Bureau of Capitol Security processed over 2600 complaints, dealt with 1 bomb threat, investigated 40 automobile accidents and issued over 5000 parking tickets, which generated over $13,000.00 to the State's General Fund.

The major objective of the Bureau of Capitol Security for the fiscal year 1988 is to continue meeting the security needs for the State House Complex and the Augusta Mental Health Institute Complex on a 24 hour a day basis.

LICENSES, PERMITS, ETC.

Capitol Area Activity Permit.
And as specified in individual reports.

PUBLICATIONS:

Capitol Area Security Regulations.
Rules and Regulations relating to parking on State Property.
And as specified in individual reports.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CAPITOL SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	192,016	192,016				
Health Benefits	11,900	11,900				
Retirement	32,641	32,641				
Other Fringe Benefits	3,234	3,234				
Other Contractual Service	10,571	10,571				
Commodities	5,091	5,091				
Equipment	9,939	9,939				
TOTAL EXPENDITURES	265,392	265,392				

MAINE CRIMINAL JUSTICE ACADEMY

MAURICE C. HARVEY, DIRECTOR

Central Office: 93 Silver Street, Waterville *Telephone:* 289-2788
Mail Address: 93 Silver Street, Waterville, Maine 04901
Established: 1973 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 228; *Citation:* 25 M.R.S.A., Sect. 2801
Average Count—All Positions: 15 *Legislative Count:* 14

PURPOSE: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and for other criminal justice personnel; to promote the highest levels of professional law enforcement performance; and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

ORGANIZATION: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and also for criminal justice personnel. The Academy shall serve to promote the highest levels of professional law enforcement performance and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

The Maine Criminal Justice Academy was created in 1969 by the 104th Legislature as the Maine Police Academy, under a Board of Commissioners, to provide a facility and training for Maine Law Enforcement Officers. In 1970, the Academy was renamed Maine Law Enforcement and Criminal Justice Academy and its authority broadened to include participation by all criminal justice personnel. In 1971, the Legislature passed a mandatory police training law which required that all full-time municipal police officers employed after September 23, 1971, complete a basic police school at the Academy within one year of their appointment.

That same year, under State Government reorganization, the Board of Commissioners was redesigned Board of Trustees and the Academy was placed within the new Department of Public Safety. In 1973, the Academy received its present name, and in 1974, legislation was enacted to clarify the mandatory in-service training requirement and provide an enforcement provision to the mandatory police training law. In 1978, the Maine Legislature amended the statute to provide for mandatory training of all State and County Correctional Officers. The statute requires a minimum of 80 hours of entry level training.

In 1983 the Legislature further amended the training act to include required training for reserve or part-time law enforcement officers. This amendment applied to municipal or county officers who have been given the power to arrest and the authority to carry a weapon.

The administrator of the Academy is the Director, who is appointed jointly by the Commissioner of the Department of Public Safety and the Academy Board of Trustees. The Academy Director has the statutory duty to plan, direct and supervise the day-to-day operations of the Academy and carry out the policies of the Trustees. The Director also reports to the Commissioner, who has the administrative authority over the Academy.

PROGRAM: During FY 87 the Trustees certified 131 Law Enforcement Officers, 169 Corrections Officers and 232 Reserve Officers. They also waived 14 law enforcement training requirements. The "Board" certified 2 Training Coordinator certificates and issued 27 Instructor Certificates. They recognized 8 Chiefs and Sheriffs who met the required experience, training and education for Executive Certification. The Academy sponsored 161 specialized and refresher in-service courses that were conducted for approximately 3,110 law enforcement and correction officers. Also during FY 87, outside agencies utilized the Academy's facilities with 2,760 persons in attendance.

LICENSES, PERMITS, ETC.

Doppler Traffic Radar Certificate
Intoxilyzer Operation Certificate

PUBLICATIONS:

Administrative Provisions Manual
Newsletter
Law Enforcement Officer's Manual

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CRIMINAL JUSTICE ACADEMY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	337,304	285,715	19,464		32,125	
Health Benefits	18,974	17,000	400		1,574	
Retirement	59,037	50,294	3,439		5,304	
Other Fringe Benefits	1,565	1,057	64		444	
Other Contractual Service	253,897	155,636	93,761		4,500	
Rents	10,903	4,923	5,980			
Commodities	74,852	41,504	33,348			
Grants—Subsidies—Pensions	104,113				104,113	
Equipment	12,642	5,145	7,497			
Interest—Debt Retirement	1	1				
Transfers to Other Funds	1,669		1,288		381	
TOTAL EXPENDITURES	874,957	561,275	165,241		148,441	

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

GERARD T. MAHONEY, CHAIRMAN

Central Office: 93 Silver Street, Waterville *Telephone:* 289-2788
Mail Address: 93 Silver Street, Waterville, Maine 04901

Established: 1969 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 227; *Citation:* 25 M.R.S.A., Sect. 2802

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The primary responsibilities of the Board of Trustees of the Maine Criminal Justice Academy are as follows: to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of Academy students and, finally, to prescribe the content of the curriculum. Furthermore, the Board of Trustees is empowered to certify and set standards for the certification of sheriffs, Maine police chiefs, law enforcement officers, and corrections officers.

ORGANIZATION: In 1975, the 107th Legislature increased the membership of the Board of Trustees from 11 to 12 and added to the powers and duties of the Board the training and certification of sheriffs and State Police enlisted personnel. The Legislature also removed the position of Academy Director from the classified service.

The Academy Board of Trustees currently consists of 15 members as follows: the Commissioner of Public Safety, the Attorney General, the Game Warden Colonel in the Department of Inland Fisheries and Wildlife, and the Commissioner of Corrections, all ex officio; and the following members who are appointed by the Governor; a commissioned officer of the State Police, a county sheriff, a chief of a municipal police department, two officers of municipal police departments, an educator, a representative from a criminal justice agency not involved in the general enforcement of Maine criminal laws, a representative of a federal law enforcement agency, a citizen, a municipal officer and one non-supervisory corrections officer representing a state or county correctional facility. All board members serve three year terms except for those ex officio members (or their designees) who remain on the board during their term of office.

It is the Commissioner of Public Safety's responsibility to supervise the training programs of the Academy, to employ, subject to the Personnel Law, all personnel required to operate the Academy, to lease, rent or acquire adequate facilities at a location determined by the Board of Trustees, to conduct the Academy's training programs, and finally, to accept any federal funds that might be made available to the Academy. The Commissioner and the Board of Trustees jointly appoint a director whose statutory duty is to plan, direct and supervise day-to-day operations of the Academy and to carry out the policies of the Trustees.

PROGRAM: See the Maine Criminal Justice Academy.

LICENSES, PERMITS, ETC.

Basic Certificate (full-time law enforcement/corrections personnel)
Chief/Sheriff Certification
Instructor Certification
Course Certification
Reserve Officer Certification
Certificate of Eligibility (Law Enforcement, Corrections, Reserve Officer)
Municipal Ordinance Prosecutor's Certification

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Maine Criminal Justice Academy.

OFFICE OF THE STATE FIRE MARSHAL

DONALD M. BISSET, STATE FIRE MARSHAL
LADD G. ALCOTT, Assist. State Fire Marshal

Central Office: 99 Western Ave., Augusta *Telephone:* 289-FIRE
Mail Address: Statehouse Sta. #52, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 224; *Citation:* 25 M.R.S.A., Sect. 2396
Average Count—All Positions: 30 *Legislative Count:* 0

PURPOSE: The primary function of the Office of the State Fire Marshal is to protect the lives and property of the citizens of Maine through an inspectional program aimed at identifying and correcting life safety hazards and the investigation of explosions, suspicious and fatal fires.

The Office of State Fire Marshal was established to enforce all laws, ordinances, rules and regulations promulgated by the Commissioner of Public Safety directed toward and concerned with the protection of the public in the following areas:

1. The prevention of fires.
2. The suppression of arson and investigation of cause, origin, and circumstance of fires and explosions.
3. The storage, transportation, sale, and use of combustibles, flammables, and explosives.
4. The installation, maintenance or sale of automatic or other fire alarm systems and fire extinguishing equipment.
5. The construction, maintenance, and regulation of fire escapes.

6. The means and adequacy of exits in the case of fire from all buildings.
7. Gathering and evaluating statistics concerning the number, cause, and other related information of fire occurring in the State.

ORGANIZATION: The Division of State Fire Prevention was created in 1937 to combat the increasing fraudulent insurance claims resulting from set fires. The last four and a half decades have seen a substantial growth in the area of responsibility of the State Fire Marshal's Office which replaced the Division of State Fire Prevention. The scope of its statutory and regulatory authority has broadened to include a host of activities relating to life safety as well as fire prevention.

On July 1, 1972, the Division of State Fire Prevention was transferred to the newly created Department of Public Safety and in 1973, the name of the Bureau was changed to the Office of State Fire Marshal.

The reorganization initiated two years ago is proving its effectiveness. With the supervision provided by field Sergeants for fire investigation, we have been able to provide for more rapid response and delivery of our services to the fire service community. Incendiary fires have continued their slow increase during the past fiscal year. The investigative force has been increased to a total of eleven fulltime investigators with the employment of three experienced police and fire personnel and the promotion of one inspector.

The Inspection Division, under the supervision of a Sergeant, has continued to increase the number of inspections conducted by their unit. Plans are currently under way to replace the vacancy created by one inspector and employ an additional inspector to increase the inspectional force to a total of six fulltime inspectors.

The continued increase in building construction during the past year has resulted in a backlog of plans requiring review and permitting. The Fire Protection Specialist responsible for this section left State employment and accepted a position as the Chief Code Enforcement Officer for a Maine city. This position and the securing of an Assistant Fire Protection Specialist will be priority for the beginning of the new fiscal year.

PROGRAM: During the first regular session of the 113th Legislature, the Fire Marshal's Office, working with members of the Legislature and the Attorney General's Office, were successful in defeating an attempt to liberalize the State's Model Fireworks Law and will continue to prohibit the use of fireworks other than those currently accepted by statute. Additionally, the Fire Marshal's Office supported a bill to provide full law enforcement powers to its fire investigators. These investigators are all required to be trained and certified as law enforcement officers. New employees in this classification might either have law enforcement certification or attend the 12-week Municipal Police School at the Maine Criminal Justice Academy. Currently, investigators have limited arrest powers for those enforcement activities authorized by statute.

The alternate protection technology provided by the Life Safety Sprinkler System has been moving slowly toward adoption. The seventh draft has been reviewed by the Advisory Committee. Their last few concerns have been addressed. The Fire Marshal's Office officially adopted the updated regulations of the "Storage and Handling of Liquid Petroleum Gases," NFPA #58; the "National Fuel Gas Code," NFPA #54; and we, additionally, finalized the adoption of NFPA #211, "Chimneys, Fireplaces, Vents and Solid Fuel Burning Appliances."

The income from the fire premium tax during FY 86-87 appears to have finally stabilized, providing for accurate forecasting needed for budget purposes. This income, coupled with revenues derived from our work for the Department of Human Services and the fees for our permits, licensing and plan reviews, has resulted in a healthy fiscal condition permitting our slow recovery from those prior years when decreased income required postponement and curtailment of essential capital equipment purchases.

We continue to report on Maine's fire deaths by calendar year as compared to fiscal. The year 1986 resulted in the fewest fire deaths ever recorded by the office, twenty-five people lost their lives to fire and although this is a reduction of significant importance, we should not become complacent because in the last six months of the fiscal year, January to July 1987, we experienced the same number of fire deaths as we did for the entire 1986 calendar year. In an attempt to address this problem, Maine was selected as a partner in a program promoted by the National Fire Administration to invite interested communities to apply for cash grants for community based projects designed to reduce fires and fire fatalities. The Assistant Fire Marshal is the Point of Contact for the State and is working with a volunteer committee representing a cross section of the population who will evaluate the applications and select as recipients the four applications who provide the most innovative and creative proposals.

LICENSES, PERMITS, ETC.

License:

- Traveling Circuses, Carnivals, Amusement Shows, & Mechanical Rides.
- Theaters & Motion Picture Houses.
- Motor Vehicle Racing.
- Fireworks Display.
- Fireworks, Competent Operator.
- Dance

Permit:

- Construction Permits & Plans Review.
- Explosives, Transportation & Storage.
- Flammable Liquids, Above-Ground.

PUBLICATIONS:

Rules and Regulations Relating to Gasoline and Other Flammable Liquids (No Fee).

Rules and Regulations for the Keeping, Dispensing or Transporting of Explosives (No Fee).

Rules and Regulations Governing Storage and Display of Fireworks (No Fee).

Maine Safety Rules for Amusement Devices and Midways (No Fee).

Rules and Regulations Governing the Tents and Equipment of Circuses and Traveling Amusement Shows (No Fee).

Rules and Regulations Relating To Structures Used by The Public As Spectators During Motor Vehicle Racing (No Fee).

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF THE STATE FIRE MARSHAL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	528,696		528,696			
Health Benefits	31,839		31,839			
Retirement	91,490		91,490			
Other Fringe Benefits	6,152		6,152			
Computer Services—State	6,107		6,107			
Other Contractual Service	72,979		72,979			
Rents	16,643		16,643			
Commodities	14,564		14,564			
Grants—Subsidies—Pensions	72,182		72,182			
Equipment	95,269		95,269			
Transfers to Other Funds	5,975		5,975			
TOTAL EXPENDITURES	941,896		941,896			

MAINE HIGHWAY SAFETY COMMISSION

ALBERT L. GODFREY, SR., Governor's Highway Safety Representative, ACTING CHAIRMAN

Central Office: 36 Hospital Street, Augusta, *Floor: 2* *Telephone:* 289-2581
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1957 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 256; *Citation:* 25 M.R.S.A., Sect. 2902

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Highway Safety Commission is established to advise the Commissioner of Public Safety on those matters relating to highway safety. The Commission serves as liaison between the Maine Department of Public Safety, Maine communities and citizens. The objective is the development of effective local involvement in Highway Safety Programs and the development of greater mutual understanding of the total highway safety effort.

ORGANIZATION: The Maine Highway Safety Committee was established in 1957 with members appointed by the Governor. In the organization of the Department of Transportation in 1972, the Committee was transferred to the Department, with the Commissioner authorized to retain the members in an advisory capacity for no more than two years, and with authority to create a new advisory committee as he deems necessary, subject to approval of the Governor. The Maine Highway Safety Committee was re-established administratively in 1974 to consist of not more than twenty-five members selected by the Commissioner from State, civic, religious, industrial and similar groups and organizations with interests relating to highway safety, serving at the pleasure of the Commissioner. The 110th Maine Legislature enacted new legislation in 1981 which transferred the Committee to the Department of Public Safety with members again appointed by the Governor. In 1987, the 113th Legislature changed the name to the Maine Highway Safety Commission. The duties, however, remain the same.

PROGRAM: The Maine Highway Safety Commission program involves regular meetings of the full commission, usually on a quarterly basis. The Commission is further divided into subcommittees, such as Public Information, Occupant Restraint, Legislative, Driver and Traffic Safety, and Alcohol and Other Drugs, that meet on a regular basis and report to meetings of the full Commission. Major objectives of the year have been to assist in lowering alcohol-related accidents, promotion of occupant restraint use, increasing public information activities, and promoting driver safety in general. In planning for fiscal year 88, the Commission has selected alcohol control, alcohol and drug education, judicial review, defensive driving, occupant restraint use, and public information as major areas of concern.

PUBLICATIONS:

1. How To Spot Drunk Drivers Guide.
2. The Child Auto Safety Seat Law.
3. Jeff Said He Didn't Have To Limit His Drinking Brochure.
4. What Everyone Should Know About Bicycle Safety Booklet.
5. Presenting The Candidate Most Likely To Die Brochure.
6. Protecting Maine's Future Brochure.
7. Safety Belts—A History Lesson For Adults Brochure.
8. Under 21—Drinking/Driving Law Brochure.
9. Alcohol Is Maine's Favorite Drug Brochure.
10. The Automobile Safety Belt Fact Book.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $500.00 in FY 87 and are, by administrative decision, included with those of the Bureau of Safety.

STATE BUREAU OF IDENTIFICATION

ANDREW E. DEMERS, JR., CHIEF, STATE POLICE

STEPHAN M. BUNKER, ACTING DIRECTOR

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-2296
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1937 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 223; *Citation:* 25 M.R.S.A., Sect. 1541

Average Count—All Positions: 13 *Legislative Count:* 13

PURPOSE: The major goals, objectives, functions and responsibilities remain basically the same as when created by Act of Legislature in 1937. This consisted of creating a central repository of all criminal records in the State of Maine based upon compulsory submission by criminal justice agencies of fingerprint forms and other forms provided, under the rules adopted in order to have a comprehensive and accurate system available for Criminal Justice and other purposes as authorized by law.

Duties and responsibilities include: receiving and classifying incoming fingerprint cards; answering criminal record inquiries; and maintaining the following files: master criminal fingerprint file, criminal record folder file, court abstract file, and related master name index file (Soundex, etc.).

Services from this Bureau are statewide to all elements of the Criminal Justice System, county and municipal governments, organizations and the general public. They are nationwide to all authorized agencies and the public.

In 1974 by Legislative Act the Uniform Crime Reporting program was added to the State Bureau of Identification.

The goal of the State Bureau of Identification UCR Division is to establish a statewide comprehensive crime reporting system for the following reasons: to inform the Governor, Legislature, other governmental officials, and the public as to the nature of the crime problem in Maine — its magnitude, its trends; to provide law enforcement administrators with criminal statistics for administrative and operational use; to determine who commits crimes by age, sex and race in order to find the proper focus for crime prevention and enforcement; to provide proper base data and statistics to measure the workload and effectiveness of Maine's Criminal Justice System; to provide base data and statistics for research to improve the efficiency, effectiveness and performance of criminal justice agencies; to provide base data and statistics to measure the effects of prevention and deterrence programs; and to provide base data to assist in the assessment of social and other causes of crime for the development of theories of criminal behavior.

The means utilized to obtain these objectives are: to measure the extent, fluctuation, distribution, and nature of serious crime in the State of Maine through presentation of data on the eight Crime Index offenses; to measure the total volume of serious crime known to the police; and to show the activity and coverage of law enforcement agencies through arrest counts, crime clearance data and police employee strength data.

The State Police Investigative Records Division was added administratively to the State Bureau of Identification in 1976.

The State Police Investigative Records Division acts as a central repository of all State Police Criminal and Civil Cases and maintains files by case number and by names of persons involved in the cases. These files are used by members of the State Police and other authorized agencies and individuals.

ORGANIZATION: The Director of the State Bureau of Identification is appointed by the Chief of the Bureau of State Police. The Director has the authority to hire civilian personnel subject to personnel law and the approval of the Chief of the Bureau of State Police. It is the Chief's responsibility to supply the Bureau with the necessary apparatus and materials for collecting, filing, preserving and distributing criminal records.

Presently SBI is composed of three divisions consisting of the Identification Division, the Uniform Crime Reporting Division, and the State Police Investigative Records Division. Each division has specific duties and all divisions are subject to specific laws affecting their operation.

PROGRAM: The Identification Section has the responsibility and the authority to collect fingerprint cards and other Criminal History Record Information (CHRI) from all criminal justice agencies within the State in order to create and preserve appropriate criminal history data. (MRSA Title 25, §1542). This section also has the responsibility for the timely and appropriate dissemination of CHRI data to criminal justice agencies and others upon proper request for the data (MRSA Title 16, §611 through §622).

In October 1981 a fee system was established to cover the cost for release of CHRI to non-criminal justice agencies and individuals. A change in the dissemination law for CHRI (conviction data only) "to any person for any reason" increased the work volume and necessitated the fee system. In 1986 the fee system for CHRI generated $20,560 which was turned over to the financial division for deposit to the General Fund.

The criminal files located in the Identification Division continue to be upgraded in compliance with existing privacy and security laws for the efficient dissemination of the information.

A continued liaison is maintained by the Director with all contributing agencies in order to maintain and improve the record system. An intensified training program has been developed and effected at the Maine Criminal Justice Academy for State, Municipal and County recruits and with law enforcement agencies throughout the State of Maine Law as it relates to CHRI, Privacy and Security, and the submission of fingerprints and other CHRI data. This training has resulted in increased compliance which is necessary for the accuracy and completeness of CHRI maintained within the Unit and its eventual participation in the computerized Interstate Identification Index (III).

Inquiries for Criminal History Record Information in this Division continue to increase each year. During 1978 the Division processed 24,443 inquiries from criminal justice agencies and others requesting CHRI data. During 1986 the Division processed 66,572 inquiries (an increase of 172.4%) with the 1987 totals expected to exceed 71,000.

In October 1985 a policy decision was made to receive all non-criminal requests previously being processed through the teletype system by mail. This change allows the Bureau to process those requests needed for ongoing criminal investigations more immediately. Approximately two-thirds of the teletype requests were for non-criminal related matters.

Other activity performed within the Identification Division during 1986 includes the following:

7,016	Criminal fingerprint cards received
3,199	Fingerprint cards classified and searched
3,817	Fingerprint cards matched with existing cards
3,220	Final disposition sheets received and filed
2,483	FBI records received and filed
25,394	Court abstracts received and processed
66,572	Requests for CHRI received and processed
9,654	Criminal History Records prepared and disseminated (14.5% "hit rate")
$20,560	Fees collected for processing inquiries turned over to the General Fund
15,525	Preparation of mail (pieces)

In 1984 a study directed by the Legislature was completed which researched the Criminal History Record Information System in Maine and other systems. Recommendations for upgrading the Maine System were included in the Study.

During 1987 the 113th Legislature passed a bill that authorized the formation of a *Commission to Implement Computerization of Criminal History Record Information* to study the computerization of Criminal History Record Information and to present a plan for implementation by January of 1988.

The Interstate Identification-Index (III) is a nationwide system for the exchange of criminal history information. This system, already in place and functioning in twenty-two states, is a decentralized criminal history record system which contains personal descriptors, state and federal identification numbers and criminal charge(s) data, which serves as a "pointer" for directing CHRI inquiries to the State in which an offender's record is held. There would be no duplication of records at the National level and States would retain management and control over the lawful dissemination of their records. Inquiries are handled electronically through the state operated National Law Enforcement Telecommunications Network (NLETS).

The implementation of this system would eventually make the State Bureau of Identification the sole source focal point for all incoming and outgoing CHRI data for the State of Maine.

In 1976, State Police Investigative Records were assigned as a Division of SBI. This division is the central repository of the investigative records of the Maine State Police.

In 1984, the investigative reference file, developed as a by-product of the investigative records, was automated on a word processor computer terminal for the first time.

Starting with the original assigned case number, each report is entered into a computerized master name file by complainant's name, victim, witnesses, interviews, medical, and respondent. Every name that appears on the investigative report is entered into the system. 68,153 names have been entered to the master name file from 1983 to present. In 1986 alone, 18,829 names were entered to this file.

Entered along with the names are the report number, date of birth, date reported, character of the case and status of the report.

On microfilm the master name file dates back to 1955 and is used as a pointer system to retrieving actual reports. All reports are microfilmed after they have been closed and each report can be recalled and a copy provided at any time.

In the latter part of 1986 a new microfilmer and reader/printer were purchased. This new equipment will improve the quality of the microfilm records and will increase efficiency in the handling of incoming cases.

In 1986, 621 inquiries were checked in the Unit's master name file. The inquirers of this system are primarily State Police, who use this system for investigative purposes and background checks. Other inquirers include SBI-Identification Section, State Prison and correctional centers, and Probation and Parole.

This Division deals with confidential investigative records. (25 MRSA, §1631). Every effort is made to cooperate with persons or agencies with vested interests for information on file as permitted by applicable law or Departmental policy. Principal inquiries are from insurance companies verifying claims. All non-criminal justice agencies, attorneys, insurance companies and private individuals are charged a fee of five dollars ($5.00) to cover administrative and clerical costs when they request copies and/or verification of reports from the investigative files. Fees collected by this Division in 1986 totalled $1,255.00. These fees were turned over to the Finance Division for submission to the State's General Fund account.

Activity within the Investigative Record Division during 1986 consisted of the following:

CRIMINAL CASES Received/Filed	7,150
CRIMINAL CONTINUATION Received/Filed	3,761
CIVIL CASES Received/Filed	361
CIVIL CONTINUATIONS Received/Filed	176
NAMES ADDED TO MASTER NAME FILE	19,111
INSURANCE REQUESTS Received/Answered	341
PRISON REQUESTS Received/Answered	20
INQUIRIES (Name Checks)	621
CASES MICROFILMED DURING 1986:	
1983 Cases	5,631
Uncoded Cases	885
TOTAL NUMBER OF CASES MICROFILMED	6,516

PUBLIC SAFETY

Troop	Criminal Cases Received	Criminal Continuations Received	Civil Cases Received	Civil Continuations Received
CID	989	1,211	0	0
A	630	426	92	77
B	487	165	10	5
C	1,220	224	7	0
D	933	412	0	0
E	728	293	39	17
F	1,091	583	36	15
G	552	151	169	59
J	471	295	8	3
Traffic	11	1	0	0
Lab	38	0	0	0
TOTALS	7,150	3,761	361	176

Uniform Crime Reporting is mandated by Maine Law, Title 25, MRSA §1544 amended, and requires the full cooperation of all Maine Law Enforcement Agencies.

Crime data is collected on all Part I Crime Offenses (murder, rape, robbery, assault, burglary, larceny, motor vehicle theft and arson) and continues to improve in value as increased data is added to the rapidly expanding data bank. Data is also collected on specially designed forms providing the data bank with information on the age, sex and race of persons arrested for criminal violations in both Part 1 and Part 2 crime classes; description and values of property stolen and recovered; crime locations; time of offenses; methods of crimes; employee data; assaults on police officers and other supplemental, meaningful data.

All data is computerized monthly, and comprehensive reports on crime are developed, printed, and distributed to the Governor, legislators, contributors and related criminal justice agencies. Quarterly computer printouts of crime data, showing monthly data and year-to-date on a comparison by month and year basis, are mailed out to each contributor automatically. All UCR data is submitted to the FBI in Washington for inclusion in the national publication, "Crime in the United States."

A 1985 study commission by the FBI and Bureau of Justice Statistics entitled *Blueprint for the Future of the Uniform Crime Reporting Program* recommended wide and sweeping changes to the nationwide UCR program. This report recommended that the 55 year old program be expanded to cover a wide range of offense types and provide more detailed information on the nature of criminal incidents. The benefits of the new system will be readily apparent to legislators, other government officials, the public and the contributing law enforcement agencies in that it will provide for more compelling and accurate pictures of crime and the criminal justice system's response. In April of 1987 Maine's UCR program received a federal grant award to improve its statewide crime data collection system in order to meet these much needed redesign improvements.

In April of 1986 and 1987, the publication entitled "Crime in Maine" was compiled, printed and released. This annual publication, concerning crime activity for the calendar years 1985 and 1986, serves as a report to the Governor, Legislature, law enforcement officials and the general public on the existing status of index crimes within the State of Maine.

A brief bulletin with data covering the period January-June 1986 was generated and forwarded to all contributors and related criminal justice agencies.

PUBLICATIONS:

Crime in Maine 1974 through 1986

Limited copies of these publications are available after meeting state requirements and are available free to interested citizens while the supply lasts. In-house copies are available for review or to answer specific inquiries on criminal statistics. Inquiry may be made by telephone or a personal visit to the State Bureau of Identification, UCR Division, 36 Hospital Street, Augusta, Maine.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of State Police.

BUREAU OF LIQUOR ENFORCEMENT

JOHN S. MARTIN, DIRECTOR

Central Office: 10 Water Street, Augusta *Telephone:* 289-3571
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 226; *Citation:* 25 M.R.S.A., Sect. 2902
Average Count—All Positions: 22 *Legislative Count:* 22

PURPOSE: The mission of the Bureau of Liquor Enforcement is to regulate and enforce all liquor laws in compliance with the statutes and the Commission's Rules and Regulations. This goal is accomplished mainly through the efforts of liquor enforcement officers who work under the direction of the chief enforcement officer and an assigned supervisor, but normally acts independently in the field. Each officer is responsible for the conduct of approximately 300 liquor outlets within his designated territory. The officer is virtually concerned with the administration and enforcement of the State Liquor Laws (Title 28) and the Rules and Regulations of the Liquor Commission. Also, field investigations and inspections on both retail and wholesale levels are made in order to secure and verify information for legal and administrative purposes. Liquor Enforcement officers spend many hours in an undercover status engaged in the investigation and apprehension of persons selling and possessing intoxicating liquor without a State of Maine Liquor License. Furthermore officers of the Bureau give presentations on Maine Liquor Laws and Commission's Rules and Regulations to holders of liquor licenses and their employees, to aid in the prevention of violations and to prevent possession of intoxicating liquor by persons under the age of 21 years, as well as many other violations. In the course of work, an officer has considerable contact with state and local officials, law enforcement officers, attorneys, professional groups, and the general public.

ORGANIZATION: The Maine Liquor Commission was established by the Legislature in 1933 with liquor enforcement under its control. In 1947, the liquor enforcement division was placed under the State Personnel Law, which forced prospective officers to take State examinations in order to be eligible for enforcement positions. The Legislature, six years later, created the Division of Liquor Licensing and Enforcement within the State Commission. Due to governmental reorganization in 1971, the Enforcement Division of the State Liquor Commission was placed under the newly created Department of Public Safety and was titled the Bureau of Liquor Enforcement. In 1973, for the first time in its history, the Bureau devised a manual related to the standard operating procedure. Also in 1973, there was the creation of five field areas, (Portland, Lewiston, Augusta, Bangor, and Presque Isle) each commanded by a liquor enforcement officer II with the rank of sergeant.

In 1977, full arrest powers for any offense committed in the presence of a liquor enforcement officer were granted by the Legislature and required members to attend the Criminal Justice Academy for training.

The Director of the Bureau of Liquor Enforcement meets with the Commissioner of Public Safety on a regular basis to discuss any problems or new ideas with regard to policies or operating procedures of the Bureau. The area sergeants meet once a month with the director to report on activities and field problems in their related areas. The director reports to the area sergeants on any new policies formulated either by the director or by the Department of Public Safety. The area sergeants hold sectional meetings with the field officers monthly to inform them of any new operating procedures or policies, as well as to discuss any field problems.

PROGRAM: The Bureau has continued to hold meetings with licensees and their employees throughout the State. This program has not only been informative to licensees and their employees but has brought an awareness to the Bureau of the problems facing license holders throughout the State.

Warning Systems. The Bureau issued 1387 written warnings during FY 87 for minor infractions of the liquor laws and the Commission's rules and regulations. Through this system, the Bureau documented infractions of the licensee and brought to their attention complaints that had been received so that they could rectify the operation. The warning system has been received favorably by the license holders throughout the State and definitely will be a continued program for the Bureau of Liquor Enforcement.

During FY 87 the Bureau completed its visitations to clubs throughout the State, talking to the club officials, directors, and managers. However, this program will be continued in its entirety due to the substantial turnover of the club officials, directors, and managers.

Premise Inspection Reporting System (PIRS). Throughout the year the Bureau conducted a total of 2,508 licensee premise inspections; and a total of 8,940 licensee premise checks were conducted during both day and night patrols. Furthermore, a total of 1,419 violations as a result of the PIRS were corrected in the field by Liquor Enforcement officers.

During FY 87 a total of 416 violations against licensed premises were cited before the Administrative Court concerning possible suspension or revocation of licenses. Total fines and restitution made to the State as a result of the above activities is $128,550.00 with 539 license suspension days. As a result of criminal citations in Maine Courts, $88,065.00 was paid in fines, thus total fines amounted to $213,615.00 for FY 87.

As with most dynamic agencies in State Government, effective operations are a mix of meeting today's needs while planning for tomorrow. The following represents some of each.

Instructors. The Bureau to date has six (6) qualified police instructors, graduates from the Maine Criminal Justice Academy, in instruction of police personnel. These six individuals instruct at the State Police Academy, also at the Basic Police School at the Maine Criminal Justice Academy and at numerous in-service schools held by municipal police throughout the State. It is one of the goals of the Bureau to further train personnel in this field so the program may be enlarged. This would enable all law enforcement agencies to receive basic liquor enforcement training and further training concerning how to handle liquor-related problems.

Increased Manpower. At present the Bureau consists of a Director, 18 officers, 2 Clerical Personnel and 1 Mechanic. It is the primary goal of the Bureau to increase its personnel. There are some 4,000 liquor licensed premises in the State that are now allowed to open for sale of liquor Monday thru Saturday 6 A.M.-1 A.M. and on Sundays 12 Noon-1 A.M. The increased hours of sale also increase the hours that violations may occur. Selling on Sunday before the legal hour of sale is still a problem, as are illegal sales and possession of intoxicating liquor with the intent to sell. Due to lack of manpower, all areas of liquor enforcement are not receiving enough attention.

Procuring for Minors. Procuring is the act of an individual purchasing intoxicating liquor for persons under the legal age. This offense has risen sharply in the last few years. The Bureau believes this is a result of our present program of holding licensee presentations and closer working relationships with the Maine liquor licensee holder. Part of the presentation given is the identification of false identification cards. The Bureau received permission from the 112th Legislature to use blue lights and sirens to stop motor vehicles, and this should aid the Bureau in many areas.

Illegal Importation. On January 1, 1978, it became law for people to return beer and soda containers. The Bureau of Liquor Enforcement has been conducting a study in regards to an increase in importation of beer into the State. It is without question an increasing problem that faces the Bureau and a plan of action to address this situation is currently being formulated.

Agency Stores. During FY 87 the number of agency stores in the State of Maine rose to 73. These outlets sell spirituous, vinous, and malt liquors. The Bureau of Liquor Enforcement is closely monitoring this new type of license so that it may adjust to any problems that arise in the future. There are at this time 73 agency stores.

During FY 87 two officers of the Bureau of Liquor Enforcement were involved with the problem of drug and alcohol abuse. They attended seminars, and gave presentations on the abuse of alcohol, and the effects it has on alcoholics and their families. This involvement has been an asset to the Bureau, because working close to those that have a problem with liquor helps alleviate potential problems for the Bureau and Liquor Licensees.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LIQUOR ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	531,899	531,899				
Health Benefits	31,939	31,939				
Retirement	110,227	110,227				
Other Fringe Benefits	6,036	6,036				
Computer Services—State	393	393				
Other Contractual Service	35,963	35,963				
Commodities	13,561	13,561				
Grants—Subsidies—Pensions	19,623	19,623				
Equipment	40,567	40,567				
TOTAL EXPENDITURES	790,208	790,208				

BUREAU OF SAFETY

ALBERT L. GODFREY, SR., DIRECTOR

Central Office: 36 Hospital Street, Augusta; *Floor* 2 *Telephone:* 289-2581
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: December 13, 1980 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219S; *Citation:* Exec. Order 6 FY 81

Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: The current Bureau of Safety was created by Executive Order to be responsible for the state's highway safety program and was authorized to: develop and implement a process for obtaining information about the highway safety programs administered by other state and local agencies; provide and facilitate the provision of technical assistance to other State Agencies and political subdivisions to develop highway safety programs; and provide financial and technical assistance to other State Agencies and political subdivisions in carrying out highway safety programs.

ORGANIZATION: The Bureau of Safety was originally initiated in the Department of Transportation in 1974 and, during an organizational change to provide more effective and efficient government, was placed within the Department of Public Safety in December, 1980.

PROGRAM: The Bureau of Safety's major objective is the planning, development, implementation, and evaluation of the Section 402, Title 23 U.S.C. Highway Safety Program in the State of Maine. To this end, the Bureau is involved in a working relationship with other State, county, and municipal agencies. Activities in this area include, but are not limited to, motor vehicle occupant restraints, child restraints, 55/65 MPH Enforcement, local speed enforcement, enforcement training programs, alcohol countermeasures, emergency medical services, driver testing and licensing, driver training, motor vehicle inspection, motorcycle and bicycle safety, pedestrian safety, pupil transportation safety, identification and surveillance of accident locations, Traffic Records Systems, and traffic engineering services. The Bureau provides financial and technical assistance in carrying out these programs.

The Bureau also directs the Defensive Driving program in the State of Maine. Other activities involve work in accident reconstruction and related highway safety activities.

PUBLICATIONS:

1. How To Spot Drunk Drivers Guide.
2. The Child Auto Safety Seat Law.
3. Jeff Said He Didn't Have To Limit His Drinking Brochure.
4. What Everyone Should Know About Bicycle Safety Booklet.
5. Presenting The Candidate Most Likely To Die Brochure.
6. Protecting Maine's Future Brochure.
7. Safety Belts—A History Lesson For Adults Brochure.
8. Under 21—Drinking/Driving Law Brochure.
9. Alcohol Is Maine's Favorite Drug Brochure.
10. The Automobile Safety Belt Fact Book.

FINANCES, FISCAL YEAR 1987: The folowing financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SAFETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	187,304	17,623	6,764	79,701	83,216	
Health Benefits	9,840	789	532	2,333	6,186	
Retirement	28,443	3,001	432	12,093	12,917	
Other Fringe Benefits	887	317	45	152	373	
Computer Services—State	50				50	
Other Contractual Service	434,584	292,269	33,618	26,624	82,073	
Rents	771		671		100	
Commodities	9,777		7,948	1,187	642	
Grants—Subsidies—Pensions	92,259				92,259	
Transfers to Other Funds	16,093		3,275	3,826	8,992	
TOTAL EXPENDITURES	780,008	313,999	53,285	125,916	286,808	

BUREAU OF STATE POLICE

COL. ANDREW E. DEMERS, JR., CHIEF
LT. COL. ALFRED SKOLFIELD, Deputy Chief

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-2155
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1925 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 222; *Citation:* 25 M.R.S.A., Sect. 1501

Average Count—All Positions: 391 *Legislative Count:* 416

Organizational Units:
- Field Divisions
- Office of Planning and Research
- Personnel and Training
- Crime Laboratory
- Support Services
- Radio Repair
- Internal Affairs
- Public Information Office
- Traffic Division
- Criminal Division
- Organized Crime Unit
- Data Processing
- Communications
- Community Relations

PURPOSE: The primary mission of the State Police is to safeguard the constitutional rights, liberty, and security of its citizens by enforcing the motor vehicle and criminal statutes of Maine and to provide professional aid in times of need and distress. The Bureau of State Police was established to patrol the highways, especially outside the compact portion of cities and towns, and to assume the same powers and duties as the sheriffs in their respective counties, whereby every officer has the power to investigate and prosecute violators of any law throughout the State. Executive security is also provided for the Governor and family on a twenty-four hour basis.

Among the other responsibilities are the duties of the Traffic Division, which include the supervising and licensing of approximately 1,896 motor vehicle inspection stations; enforcing motor vehicle inspection laws; developing programs of information on motor vehicle safety; enforcing truck weight laws; microfilming accident reports and processing more than 1.14 million annual motor vehicle inspections.

Criminal Investigation is another facet of State Police work which concerns itself with investigating all crimes and criminal complaints brought to the attention of the Bureau authorities, with special emphasis on homicides and narcotic and drug related cases. The Bureau of Identification is responsible for the classification of incoming fingerprint cards and for answering criminal record inquiries, along with maintaining a sufficient repository for all State criminal records.

ORGANIZATION: The State Police was established as an independent branch of State government in 1925. The responsibilities of the State Police were previously handled by the individual sheriff's departments. In 1931 a reorganization act was passed by the Legislature designating the Chief as executive head of the State Police under the direction of the Governor. Six years later, the Division of Highway Safety and the State Bureau of Identification were created by the Legislature, under the control of the State Police. Then, in 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State into six districts. Because of the increased demand for State Police services, over the next twenty years the Department was constantly amid change, with various major reorganizations which occurred in 1954, 1961, 1966 and again in 1968. In 1971, the Legislature incorporated the State Police into the Department of Public Safety. With this adoption, the Bureau now falls under direct supervision of the Commissioner of Public Safety.

For operational purposes, the State is divided into two field divisions, each under the direction of a Captain. These divisions are comprised of a total of eight troops located throughout the State. Patrol officers assigned to these troops provide law enforcement services throughout the rural areas of the State including accident investigation, and enforcing motor vehicle and criminal statutes.

PROGRAM: The program of the Bureau of State Police is illustrated through the activities of the component divisions.

Automotive Maintenance. Economy of operation was the key in 1986 for the Automotive Maintenance Group. All four of the fleet service locations (Augusta, Houlton, Orono and Scarborough) saw equipment and/or programs introduced that helped to keep rising costs to a minimum.

An additional mechanic was added to the Scarborough staff last fall, which not only allows officers to better schedule car appointments, but also enables more in-house work to be performed. Substantial savings are realized by reducing the need to have a vehicle repaired at an outside source.

All facilities saw the increased use of synthetic oil, which extends engine life and reduces fuel consumption. Another boost in MPGs was achieved in 1986 by converting 30 cruisers from traditional roof lights to new deck lights. Besides being $150 less per unit than roof lights, studies show a nine percent increase in miles per gallon, and a 61 percent reduction in accidents.

A new exhaust pipe bender purchased for Augusta will pay for more than 70 percent of its original cost in the first year alone, not to mention the additional benefit of having the right pipe available.

1986 saw the acquisition of 188 new vehicles. Despite those additions, 131 vehicles in the fleet have more than 75,000 miles, 32 have more than 90,000 miles and 56 have more than 100,000 miles. Fleet Services performed 19 transmission and eight engine overhauls, thereby extending the useful life of 17 vehicles that might otherwise had to be taken from service without replacement.

And, more than $120,000 was generated by the sale of 143 cars and trucks. These were some of the highest mileage (and consequently least economical to operate) vehicles, and were eliminated as part of a continuing effort to keep the Departmental fleet as cost effective as possible.

Criminal Division. The Criminal Division, commanded by a captain, is responsible for Criminal Investigations and the Crime Laboratory.

Criminal Investigations: The Maine State Police has by statute original and concurrent jurisdiction to enforce the criminal laws of Maine and to investigate any non-compliance. Criminal investigations dealing with major crimes such as homicides are the responsibility of the northern, central and southern Criminal Investigation Divisions (CIDS) with central headquarters in Augusta.

The primary function of each CID is to investigate homicides, suspicious deaths, other major crimes within its respective geographical areas, and to assist uniformed personnel and other law enforcement agencies with criminal investigations they are conducting. Other major crimes investigated include: burglary, bank robbery, forgery, conspiracy, escapes, deceptive business practices, kidnapping, rape, aggravated assaults, extortion, terrorizing, and gross sexual crimes, etc. In addition, each CID coordinates investigations and prosecutions, as necessary, with the Maine Department of the Attorney General; assists in the training of State and local police in criminal investigative techniques; and provides detectives for speaking engagements before various civic groups and schools.

During 1986, the investigation of homicides decreased (from 26 in 1985 to 21 in 1986). Twenty of the homicides were solved during the year, the remaining death remains under investigation. The CIDs began use of the FBI's violent Criminal Apprehension Program (VICAP) in their unsolved homicides and other major violent crimes in which there may be a criminal profile on an individual. The VICAP data base gathers information from law enforcement agencies nationwide and also provides information to assist CID investigators in solving cases. Also, one six-year-old homicide investigation resulted in an arrest.

The CIDs increased their training in the awareness of and the procedures required for investigating child abuse. CID detectives worked 606 new cases in 1986, compared to 573 in 1985, in cooperation with the district attorneys and the Maine Department of Human Services. Detectives worked 10,565 hours on new and on-going child abuse investigations. To meet the increased demand investigators were assigned by the entire CID complement.

In addition to State Police investigation requests, the CIDs assisted other in-State and out-of-state criminal justice agencies. Much of the work done by the detectives was facilitated by State Police Officers assigned to the field divisions.

Crime Laboratory: The highlight of 1986 for the Crime Laboratory was the construction of a new facility adjacent to State Police Headquarters in Augusta. Opened in December 1986, the 13,400 square foot building represents state-of-the-art technology in laboratory design. Not only does the building provide adequate facilities for current functions but future needs for additional personnel and equipment have been anticipated. The new lab will allow much more efficient use of resources resulting in the laboratory being more responsive to requests for services from all of Maine's law enforcement agencies. Through the efforts of Governor Joseph Brennan, former Commissioner Arthur Stilphen, and key members of the Legislature, funding for the facility was provided. Credit must also be given to the architect, Harriman Associates and the general contractor J.A. Languet of Belgrade for producing a truly remarkable building for the approximate one million dollar price tag.

The scientific examination of evidence submitted to the Maine State Police Crime Laboratory has been one of the most persuasive forms of testimony available to all law enforcement agencies within the State. Positive connections can be established between the suspect and the victim or between the suspect and the crime scene. Equally important, innocent suspects, towards whom circumstance has pointed the finger of suspicion, can be exonerated by the use of scientific evidence and expert testimony.

One responsibility of the Crime Laboratory is to provide personnel trained in the collection, preservation and documentation of physical evidence at major crime scenes. Evidence is then assigned to the appropriate laboratory section for examination. In addition, Crime Laboratory personnel provide instructor support to the Maine Criminal Justice Academy (MCJA) in all aspects of the Forensic Sciences.

Crime Scenes processed	53
Autopsies attended	22
Classroom Lectures	207
Superior Court Cases	66

Photography Section: The photography section provides photographic support for all field activities. In addition to recording major crime scenes the section provides fingerprint photography for the Crime Laboratory's fingerprint section and meets the needs of the other Laboratory sections as well.

In addition, the photography technician conducts training sessions and schools to familiarize law enforcement officers with proper crime scene coverage and use of photographic equipment.

The Photography Section provides the full service of all photo lab functions:

a) development and printing of color film
b) development and printing of black and white film
c) furnishes enlargements, duplicates, etc. as required
d) provides files for all negatives and log of the same
e) provides portrait services as necessary
f) provides identification photos as necessary
g) orders photographic supplies and film for the department

Photography	**Rolls**	**Prints**
35mm color	1,186	16,722
35mm black and white	32	213
2¼ color	16	213
2¼ black and white	14	146
35mm slides	35	0
4 x 5's	105	129
Special Projects	266	7,741
Total	1,654	25,164

Firearms Section: Firearms examinations deal with answering questions relating to the use of firearms in the commission of a crime. The examinations include identifying the gun from which a questioned bullet was fired, functional and operational tests of firearms, determination of the distance from which a shot was fired by gunpowder, shot pattern tests, and the determination of the type of weapon used in firing a questioned bullet or cartridge case.

Toolmark identification, by using the same principles used in firearms identification, can identify the tools that made the marks left by pry bars, screwdrivers, chisels, hammers and other objects used by criminals at the scene of a crime.

Serial number restoration is a method of restoring obliterated numbers, identifying altered or restamped serial numbers in metal objects by use of chemical means and microscopic examination.

Firearms Identification	
Firearms Examinations	4,091
Items Examined	659
Gunpowder Residue Examinations	
Gunpowder Residue Exams	31
Items Examined	111
Toolmark Identification	
Toolmark Examinations	6
Items Examined	31
Serial Number Restoration	
Items Examined	11

Latent Fingerprint Section: The Latent Fingerprint Section is capable of examination of most items, regardless of texture, for latent fingerprint impressions by powder and chemical means.

Fingerprint examination provides law enforcement with the only unchangeable and infallible means of positive identification. Being adapted to the field of criminal identification, the fingerprint presents a means of identifying offenders by the examination of tiny, almost indescernible impressions left carelessly behind.

In addition to its criminal application, fingerprints are used to identify missing persons and resolves uncertainty by establishing the identity of victim(s) involved in tragic accidents.

Footwear/tire comparison is the examination of class and accidental characteristics found on the thread of the respective item. The State Police Crime Laboratory is presently improving its capabilities in this area.

Fingerprint Processing	
Items Examined	1,499
Items Processed	2,496
Fingerprint Comparison	
Comparisons	12,106
Cases	115
Footwear/Tire Comparisons	
Items Examined	54
Cases	14

Forensic Chemistry Section: The Forensic Chemistry Section of the Crime Laboratory is responsible for the examination, identification and comparison of several types of physical evidence that are encountered in criminal investigations. The technical capacity in each area is to be improved in the coming year with the acquisition of new instrumentation and the hiring of additional personnel.

Capabilities of the Forensic Chemistry Section is as follows:

Blood
—Determination of the presence of blood in trace amounts and in visible stains on clothing, weapons, vehicles, etc.
—Determination of the species of bloodstains
—Determination of the blood group (ABO) of bloodstains

Seminal Fluid/Sperm Cells
—Determination of the presence of seminal fluid/sperm cells on clothing, bedding, objects, etc.
—Determination of the blood group (ABO) of seminal fluid stains

Saliva
—Determination of the presence of saliva on various objects
—Determination of the blood group (ABO) of saliva stains

Hairs
—Determination of the species of hairs
—Determination of body area of origin of human hairs
—Comparison of hair samples to determine possible common source of origin

Fibers
—Identification of fibers
—Comparison of fiber samples to determine possible common source of origin

Paint
—Identification of paint on clothing/tools etc.
—Comparison of automotive/structural paint samples to determine possible common source of origin

Glass
—Identification of glass on clothing/tools, etc.
—Comparison of glass samples to determine possible common source of origin

Urine, Feces
—Identification of urine and feces on clothing, bedding, objects, etc.

Hair and Fiber Examination	
Items Examined	2,671
Cases	119
Serology Examinations	
Items Examined	2,709
Cases	127
Paint/Glass Examinations	
Items Examined	296
Cases	21

Polygraph Section: The Polygraph Section conducted 235 polygraph examinations during 1986. Of these 96 were conducted at the Crime Laboratory and 139 were conducted by examiners attached to S/CID and N/CID. Examinations included pre-employment screening of applicants as well as suspects, witnesses, and victims in criminal cases.

Field Force: The Field Force of the Maine State Police is divided into two divisions, with each division being commanded by a division captain.

The division captains are charged with the planning, coordinating and directing of the activities within a respective division. Responsibilities include: periodic inspections of property and personnel; and insuring State Police officers work in harmony with other law enforcement agencies.

The following is a breakdown of the Field Force:

Division I
Troop A (Scarborough)—responsible for York and southwest Oxford counties
Troop B (Scarborough)—responsible for Cumberland, southwest Androscoggin and central Oxford counties and Interstate 95 from Scarborough to Brunswick.
Troop D (Thomaston)—responsible for Sagadahoc, Knox, Lincoln, Waldo, southern Kennebec and central Androscoggin counties, and Interstate 95 from Brunswick to the Gardiner toll of the Maine Turnpike.
Troop G (Scarborough)—responsible for the Maine Turnpike.

Division II
Troop C (Skowhegan)—responsible for Franklin, Somerset, northern Kennebec and northern Androscoggin counties, and Interstate 95 from Augusta to Newport.
Troop E (Orono)—responsible for Penobscot and Piscataquis counties and Interstate 95 from Newport to Sherman.
Troop F (Houlton)—responsible for Aroostook County, and Interstate 95 from Sherman to Houlton (Canadian Border)
Troop J (E. Machias)—responsible for Hancock and Washington counties.

PUBLIC SAFETY

First Field Division: During 1986, in addition to providing professional police services to the public on a day-to-day basis, the First Field Division of the Maine State Police concentrated its efforts on stepped up enforcement of the 55 MPH speed limit, reduction of commercial motor vehicle accidents, the elimination of drunken drivers, and public relations programs.

Troop A studied public needs and discovered the public has been misinformed regarding State Police response. With this in mind, Troop A embarked on a program of "Selling the State Police." They have implemented an adult education course by which Troopers will portray a professional image and inform attendees of law enforcement services the State Police provide. Consistent with this concept of increased access to the public, a "793" telephone exchange has been installed at the Scarborough Barracks to service the people in the York County area. During 1986, Troop A managed the evacuation of residents in the Waterboro area during a major chemical fire. The Old Orchard Police Department was also assisted with a significant crowd control problem on July 4, 1986.

Troop B experienced an active 1986. Highlights of the year include: a major labor dispute in the Town of Rumford that taxed the manpower capabilities in the Division, an increased effort in the enforcement of the 55 MPH speed limit, and continued enforcement of Operating Under the Influence (O-U-I) laws. A program entitled "Operation Town Report" provided smaller towns within the Troop with information for their town reports of what activities occurred and what services were provided by the Maine State Police.

1986 was an active year for Troop D, Thomaston, in carrying out its various PBO Action Plans. Continued emphasis was placed on 55 MPH and O-U-I Enforcement. Added focus was placed on property crimes in an effort to increase clearance rates. Members were also very active in the area of public relations with a marked increase in requests for speaking engagements and participation in parades and special functions. Troop D continued to wage war on illegal drugs and saw a substantial increase in the number of lots harvested during the marijuana eradication program. A second K-9 handler was added to the Troop to improve specialized services to the citizens as well as local law enforcement agencies. The Troop continued to increase in-service training to keep up with constant changes in the law enforcement field. The Troop provided law enforcement services to the major summer attractions: Boothbay Harbor's Windjammer Days and Rockland's Seafood Festival.

Troop G continued its "Back to Basics" law enforcement approach on the Maine Turnpike. This consistent effort has had a significant impact in reducing commercial vehicle related accidents, as well as alcohol related incidents. In 1984, commercial vehicles made up 11 percent of the traffic volume using the Maine Turnpike but were involved in 25 percent of the accidents. In 1986, commercial vehicles made up 12 percent of the traffic volume. As a result of the Troop G's commercial vehicle enforcement program, trucks were involved in 14 percent of total accidents. The alcohol enforcement effort has had a major impact on alcohol related accidents. The number of accidents attributed to alcohol involvement was reduced from seven percent to three percent.

Overland drug smuggling is a problem that has gained national prominence. Troop G initiated a formal program at the beginning of the year to address this issue. A training session was conducted involving agents from the Drug Enforcement Administration (DEA), Maine State Police Drug Task Forces and uniformed State Police officers. This brought about greater interagency cooperation, an increased problem awareness and training that could be used immediately. This has resulted in numerous felony drug charges with referrals to the drug task forces in Cumberland and York counties.

Also Troop G implemented a new program of tagging disabled or abandoned vehicles with a new florescent orange two-part tag. This tag aids wreckers locating disabled vehicles and other Troopers knowing aid to the motorist has been provided.

Second Field Division: The Second Field Division consisting of Troop Barracks located at Skowhegan ("C"), Orono ("E"), Houlton ("F"), and East Machias ("J")—continued directing activities toward successful programs to impact the goals and objectives developed for the 1986 Maine State Police Mission Statement.

The Division continued its special emphasis on 55 MPH Enforcement Programs which resulted in reducing the average speed for the Interstate System (from Augusta to Houlton) for the year. Cpl. Donald Pushard, who is assigned to patrol the Interstate in the Orono area, was named Trooper of the Year (for 1985). Cpl. Pushard was selected in part for his outstanding contribution in traffic safety.

The Division-wide commitment to educational programs at schools and service organizations continued during 1986. These programs, primarily aimed to reduce alcohol related accidents, have been successful. In the area of training, the Division provided trainers for other agencies as well as at the Maine Criminal Justice Academy. In Aroostook County, personnel have organized and directed a Reserve Officer Program at the University of Maine at Fort Kent utilizing State Police Officers as instructors.

The Second Field Division continued its efforts to provide the professional law enforcement services that the public expects.

Internal Affairs. The Maine State Police Internal Affairs Division is responsible for the investigation or the administration of investigations of all allegations of misconduct on the part of State Police Officers. The Division processed 83 complaints during 1986. Close liaison was maintained with the various members of the criminal justice community as well as with members of the private and business sectors.

Automation of data pertaining to Division activities continued. This statistical data provided assistance in the overall management of agency operations.

Organized Crime Investigative Division. The Organized Crime Investigative Division, known as the "Organized Crime Division" or OCD, is commanded by a captain and is responsible for the investigation of major crimes that have an organized crime connotation and those crimes that require coordination on a statewide multi-unit basis. The Division coordinates criminal intelligence and gambling, drug enforcement, and special investigative activities.

Criminal Intelligence & Gambling Investigation.

Criminal Intelligence: The Criminal Intelligence Unit of the Maine State Police in the calendar year 1986 received 205 requests for investigative assistance. The request related to major crime investigations in which the State of Maine was used as a base of operation and/or citizens of this State were involved in criminal activities in other jurisdictions.

The breakdown of requests for investigative assistance by case type is as follows:

191 drugs; 3 fugitives; 2 disreputable motorcycle gangs; 1 murder; 1 terrorist; 2 receivers of stolen property; 1 white collar crime; 1 hazardous waste; and, 1 theft of explosives and weapons.

Gambling Investigations: The Licensing Section of the Maine State Police is responsible for the enforcement, licensing and administration of over 885 Beano and Games of Chance organizations Statewide. It also maintains close and effective cooperation with other law enforcement agencies.

Routine inspections of licensed games are made as frequently as possible with all complaints fully investigated.

Summary of enforcement activities for 1986 included, but were not limited to:

2053 Administrative Hours
6 Court Hours
295 Investigations (complaints) for a total of 489 hours
94 Premise Inspections for a total of 138 hours
149 Special workshops or audits for a total of 282 hours
64 New application investigations for a total of 192 hours
11 Speaking Assignments for a total of 48 hours

The above resulted in 285 warnings and 3 arrests.

Summary of licensing activities for 1986.

Beano and Bingo
—Total Beano organizations licensed—437
—Total number of Beano licenses issued—4,779
—Total revenue received by State of Maine from license fees—$53,447.00
—Total operating expenses for 1986 year—$39,620.71
—Surplus from Beano license fees for 1985-86 year—$13,826.29

Games of Chance
—Total Games of Chance organizations licensed—452
—Total number of Games of Chance licenses issued—9,347
—Distributors licensed—10
—Total revenue received by State of Maine from Games of Chance license fees—$178,860.00
—Total operating expenses for 1986 year—$108,529.66
—Surplus from Games of Chance licenses for 1985-86 year—$70,330.34

—Combined surplus from Beano and Games of Chance license fees to State of Maine General Fund Account for 1986—$84,156.63

The State Police accepts applications, investigates backgrounds and issues licenses for private investigators and private security guard services.

Similar background investigations are conducted for non-resident concealed weapon applicants plus ex-felons who may only apply for non-concealable firearms permits.

	Private Investigators	Assistant Private Investigators	Private Security Guard Agencies
New	15	19	2
Renewal	117		56

	Non-Resident Concealed Firearm	Possession by Ex-Felon
New	202	2

Drug Enforcement.

Drug Enforcement Unit: The Drug Enforcement Unit investigated 132 cases during 1986 with 72 people arrested or facing indictment in the future. Although this reflects a drop in overall numbers, several reasons contributed. First, two new drug task forces (covering the counties of York, Piscataquis, Penobscot and Hancock) assumed responsibility for their respective jurisdictions. Second, six new officers were added to the Drug Unit complement requiring a substantial amount of hours be devoted to training. Third, continuing a trend in recent years, Drug Unit cases have involved higher level violators, which translate to more complex and labor intensive investigations. The Drug Unit executed or assisted in 59 search warrants. Major investigations initiated during 1986 include:

—Arrest of three individuals and seizure of 7,000 dosage units of LSD in Portsmouth, N.H.
—Arrest of two individuals and seizure of seven ounces of cocaine in Lewiston
—Arrest of three individuals and seizure of four ounces of cocaine in Boothbay Harbor
—Arrest of one individual and seizure of three ounces of cocaine in Bangor (prior to formation of the Tri-County Task Force)
—Arrest of three individuals and seizure of over two kilograms of cocaine in North Leeds
—Arrest of one individual and seizure of four ounces of cocaine in Rangley
—Assisted the Augusta Police Department in the arrest of one individual and recovery of stolen property valued at approximately twenty thousand dollars

Through five purchases and seizures, the Drug Unit confiscated approximately 6.1 pounds of cocaine, 171 pounds of marijuana, 7,730 dosage units of LSD and an assortment of hashish, psilocybin mushrooms and various other drugs of abuse. Approximately $337,770 worth of street drugs were removed from circulation in Maine.

The Drug Unit also coordinated and participated in the Maine Marijuana Eradication/Suppression Program. Five-thousand three-hundred ninety-two marijuana plants were eradicated from 184 plots.

Drug Task Forces: During July of 1986, the Tri-County (Hancock, Piscataquis and Penobscot) and the York County Task Forces were formed and joined the existing Cumberland County Task Force. The Task Forces investigated 208 cases, executed 55 search warrants and arrested 160 individuals. Some of the major investigations initiated in 1986 include:

—Seizure of $99,500 cash in the Biddeford area
—Arrest of five individuals and the seizure of 3 ounces of coke, two vehicles and $7,600 in cash

—Five warrants executed simultaneously resulted in the arrest of 14 individuals in the Biddeford-Saco area
—Arrest of three individuals and the seizure of ½ a kilogram of cocaine at the Bangor Airport
—Arrest of two individuals and the seizure of $39,000 cash and a 1986 pick-up truck on a reverse operation in Ellsworth
—Arrest of three individuals and seizure of $100,000 house in Bradley. These individuals had distributed 26 kilograms of cocaine in the Bangor area over a two year period
—Arrest of two individuals and the seizure of 11 ounces of cocaine and a 1.2 million dollar motel, along with 1 vehicle in the Old Orchard Beach area. The individuals agreed on a $138,500 cash settlement
—Arrest of three individuals and the seizure of 22 pounds of marijuana and $7,000 in cash in New Gloucester
—Arrest of 11 individuals for conspiracy to distribute cocaine. This is the largest cocaine conspiracy case in the State. In an 18 month period, these individuals distributed 36 kilograms of cocaine in the greater Portland area

These units seized drugs which included 1344.54 grams of cocaine, 25 bags of heroine, 24,600.56 grams of marijuana, along with an assorted amount of "crack," hashish, L.S.D., Psilocybin mushrooms and other drugs.

The Task Forces seized $358,799.22 in cash, 14 vehicles valued at $40,400, $267,000 in real property, $3,936 in stolen property, 37 weapons valued at $7,500. Along with this, $3,223 was received as restitution for agents expenses, this restitution being ordered by the courts.

Anti-Smuggling Unit: During 1986 the Anti-Smuggling Task Force initiated approximately 30 investigations of suspected smuggling operations within the State. These cases involved active smuggling operations, as well as conspiracy cases which occurred during a period of time from 1983 to 1986. As a result of these cases approximately 39 people were indicted, each being charged with two to four counts of importation, possession, sale, and/or distribution of marijuana. The total number of charges in these indictments were approximately 117 felony charges. Of these indictments seven have either plead or have been found guilty, four are fugitives, and 28 are pending trial. These cases involved importation and distribution of large amounts of marijuana ranging from 1,500 to 20,000 pounds. One case involved the seizure of over four pounds of cocaine.

Special Investigations.

Auto Theft: The Auto Theft Unit investigated 54 cases in 1986 along with several cases that were carried over from 1985.

Other areas the Auto Theft Unit were involved with in 1986 included:
—Providing approximately 300 hours as fill in shifts for Executive Security
—Assisting on a Federal Court Agreement which runs from April, 1986, to April, 1987 pertaining to recovering stolen truck units
—Providing training at the Maine State Police Training Academy with reference to Auto Theft problems
—Assisting Maine automobile dealers in June and July with reference to the paper trail of vehicles between Maine and New Hampshire of vehicle transactions worth $3.5 million
—Assisting the Attorney General's Office in the summer and fall with reference to a hazardous waste site in Washington County
—Assisting insurance companies in locating and verifying the Vehicle Identification Number (VIN) on possible claims
—Providing information on VIN numbers to other law enforcement agencies throughout the State
—Assisting the Fire Marshal's investigators with several cases dealing with vehicle fires

Arson: The Arson Unit assisted the State Fire Marshal's investigators with 27 cases during 1986, with six cases carried over from 1985.

In addition, several assists were given to other law enforcement agencies in the area of mail box bombings and burglaries.

Training was provided at the Maine State Police Training Academy with reference to arson investigations.

Attorney General and Executive Security: During 1986, the three State Police officers assigned to the Attorney General's Investigation Division were assigned 17 cases and had 52 cases carried over from 1985. Of this total of 72 cases, three await sentencing, 10 await trial or grand jury, 5 are under attorney review, and 16 cases were closed to other agencies, unfounded or warranted no further action. Fifteen cases are still under investigation, one case is on hold, one case is awaiting extradition, and two are on appeal. There were nine convictions and $112,459 in stolen property was recovered as well as $400 in fines.

Support Services. The Support Services Division, directed by a captain, administers the following functions: Communications, Management Information Systems, Planning & Research, Public Information/Community Relations, State Bureau of Identification, Supply, Traffic and Safety, and Training/Special Services.

Communications. During 1986 the Communications Unit was able to move forward with many projects that were started in 1985.

The following projects related to the National Crime Information Center (NCIC) mandates:

—The signing of formal user agreements for the Maine Telecommunications and Radio Operations (METRO) system, was completed.

—Training requirements have been addressed and are in the final stages of completion.

—The audit process has been addressed and the State's audit manual is being published.

In 1986 the NCIC audit staff audited the State of Maine for compliance as to NCIC Rules and Regulations. Fifteen agencies, including the Maine State Police, were selected to participate in this process. The audit revealed no major problems within the State.

(Preliminary arrangements were made to host the 1987 Annual National Law Enforcement Telecommunication System (NLETS) Conference which will be held in Bar Harbor during June.)

Radio Maintenance Unit: In 1986, the Radio Maintenance Unit completed its 46th year of service. The Unit provided maintenance, installation/removal and technical support to the Department, 18 other State agencies, two federal agencies and four county agencies.

The services were for point-to-point communications, command and control, base and mobile operations, as well as maintaining over 2,000 pieces of electronic equipment using four radio repair facilities. Radio technicians installed/repaired two-way radios in marked and unmarked police cruisers, covert vehicles, aircraft and watercraft.

Other activities performed by the Unit included:

—The implementation of documentation on radar maintenance and a yearly calibration of each working unit in the field.

—The installation of automatic station IDs on the regional repeaters; this will allow mobile units in the field to use the repeaters without having to give a verbal call sign.

—The installation of communication Region #7 transmitter at Eaton Mountain. This was done to alleviate the interference on other communication channels.

—The installation of a new repeater for the Maine Warden Service at Ripogenus Dam.

—The consoles at Orono, Augusta and Scarborough Regional Communication Centers have been rebuilt.

—The unit has added two Police Communications Technicians for radar repairs and calibration and bench repairs plus parts inventory.

—The Unit has added an A.T.V. to our fleet of vehicles. This Unit has aided greatly in the maintenance of several remote towers, including Spruce and Sugarloaf mountains.

Management Information Systems Office. The Management Information Office is responsible for accurate and timely reporting of business and statistical systems for the Department. The areas of responsibility include: data entry, operations, program development, and program maintenance. In addition, the unit is responsible for the Incident Based Reporting system and the Manpower Allocation Programs.

The Statistical Digest at the end of this report is a partial compilation of the information processed by the Data Processing Unit during 1986.

The introduction of Personal Computers at the barracks level was a major undertaking in 1986. Purchase of P/C's thru a federal grant will allow each troop to prepare its own incident based information, as well as have the capability to perform word processing functions. Program development at the troop level can also be performed to meet localized needs.

Attempts to purchase new computer mainframes at headquarters was ongoing throughout the year. Numerous meetings were held with the State Bureau of Data Processing in an effort to finalize this growing need in this Department. The present equipment is more than ten years old and the need for newer technology is necessary with our proposed state-wide computer network.

Planning & Research. The Office of Planning and Research is primarily concerned with providing management support at the administrative and operational levels. This is accomplished through development of both short and long range goals. In addition, Planning and Research is responsible for program development and coordination in numerous areas relating to NHTSA (National Highway Traffic Safety Administration) grants and State Police evaluation projects.

One of the major functions of this office is the coordination of the Policing by Objectives Program.

During 1986 there were a large number of projects/programs coordinated or directed by Planning and Research. Some of the major efforts involved:

—Radar evaluation resulting in the purchase of an additional eighty-five new radar units.

—Computer review and assessment study involving present and future use of computers by the Department.

—Review and rewrite of all State Police Policies and Procedures through a newly established Policy Review Board.

—Coordination of an introductory study involving National Accreditation for the Maine State Police and assigning of an accreditation manager.

—Upgrade and maintenance of the Field Training Officer Program.

—Establish a structured Product Evaluation Program.

Public Information/Community Relations.

Public Information: The Public Information Office is responsible for planning, directing/coordinating, assisting in the implementation of, and evaluating public information activities and programs. The Public Information Officer advises the Commissioner, Chief and staff on public information matters that should be brought to their attention, and provides counseling and instruction to the staff and field personnel.

Although all State Police officers are authorized to make news releases on routine matters, the Public Information Officer serves as spokesperson for major crimes or other serious news events when it is necessary to assist the investigating officer.

During 1986, the Office disseminated 121 news releases about activities, programs and services to the news media. The Office also responded to numerous queries and provided public information to the news media on 201 major incidents. There were 248 feature articles/programs and interviews facilitated.

Broadcast public service announcements were scripted and/or produced to make the public more aware of the following: (Radio) Winter Road Safety, Troopers Wanted (Recruitment), School Bus Law, School Bus Safety, Bicycle Safety, Memorial Day Weekend Road Safety, Burglary Prevention, Independence Day Road Safety (Drunk Driving Prevention), 55 MPH Speed Limit, Operating Under the Influence, Safety Belt Safety, Maine Marijuana Eradication Program, Labor Day Weekend Road Safety, Schools Open, Autumn Driving Safety, Fire Prevention Week, Woodburning Stove Safety, Car & Winter Safety, Drinking and Driving Prevention, Motor Vehicle Inspection, and Holiday Drunk Driving Prevention.

In addition, the Office compiled and edited the annual report, updated Departmental publications and the Maine Print & Broadcast Media Booklet, and published the employee newsletter ("Communicator"). The Public Information Officer instructed News Media Relations at the Maine Criminal Justice Academy, and assisted the Community Relations Officer with the first Maine State Police Awards Night.

Community Relations Office: During 1986, the Community Relations Office (CRO) continued to be staffed with one uniformed Maine State Trooper as efforts continued in the areas of public education, recruitment, and enhancement of the State Police image.

The Community Relations Office addressed such public safety issues as OUI Prevention/Enforcement, Safety Belts, Child Safety Restraints, 55 mph National Maximum Speed Limit through speaking engagements, mass media interviews, the public service announcements coordinated in conjunction with the Public Information Office. The CRO assisted in the development of television spots targeting Safety Belt Usage, Marijuana Eradication, Halloween Safety, and Recruiting. A recorded radio spot was produced on Drug Abuse, and radio announcements were prepared on Marijuana Eradication, Recruitment and Pedestrian/Jogger Safety Reflectors. The CRO narrated an hour-long cable TV program on O-U-I.

The CRO distributed 10,000 specially designed Prisma Reflectors as part of its Pedestrian/Jogger Safety Program. Also, 7,000 Lifesaver Tags were distributed to the Troops in an effort to help with the identification of lost and/or missing children.

The CRO assisted the Personnel Office on State Trooper Recruitment. A State Police van was converted into a recruitment vehicle and a new Trooper Recruitment Poster was designed. Intensive efforts were made to attract more and better qualified men and women to careers with the Maine State Police.

The CRO sought to further enhance the image of the Maine State Police by increasing positive contact and cooperation with the public through the Second Annual Awards Night (and reception), speaking engagements, a question and answer column in the Maine Motorist magazine and involvement with the Maine Special Olympics.

The CRO worked with the University of Maine in developing and administering a comprehensive state-wide public opinion survey. The survey pinpointed areas in which the agency could improve its services to the people of Maine.

The CRO, with the Public Information Office, coordinated media efforts with the Drug Enforcement Unit for the 1986 Maine Marijuana Eradication Program.

The CRO represented the Maine State Police at Project CARE (a national Combined Accident Reduction Effort) in Albany, NY, at the Maine Association of Broadcasters Convention, and at Operation "Lifesaver" meetings (railroad crossing safety).

Additionally, the CRO helped coordinate a media training seminar for State Police commissioned officers, coordinated the Agency's entry into a nationwide police uniform competition which received a certificate of achievement, instructed Community Relations at the Maine Criminal Justice Academy, and answered hundreds of telephone and written requests and inquiries from citizens and other agencies.

During the year, video equipment was purchased for training purposes as well as for community relations needs.

Work began on a state-wide speakers bureau to improve responses to speaking requests. And, the CRO continued to oversee the Maine State Police Benevolent Fund.

Supply. The Supply Office is responsible for the purchase, storage, and distribution of clothing, office supplies, office equipment, departmental forms and support equipment to approximately 500 sworn and civilian members, as well as supplying forms, intoxilyzer materials and other related items to municipal police departments and county sheriff offices. The Supply Office has implemented a computer system for all inventory control. Supply is also responsible for obtaining any new products that could be beneficial to the Department, and with the aid of field personnel, tests these products for economic and durability factors.

Traffic & Safety. The Traffic Division is responsible for the administration of Accident Reconstruction, Accident Records, Air Enforcement, Commercial Vehicle Enforcement, Fleet Safety Program, Hazardous Materials, and Motor Vehicle Inspection.

Accident Reconstruction: The Accident Reconstruction Program continues to be active and, like many other programs, has been effected by promotions, transfers, and current working schedules and contracts.

The reconstruction program has completed eight years with over 1,800 reconstruction cases logged, and averages slightly more than 200 cases each year, ranging from speeding to motor vehicle manslaughter. Although all reconstructionists are assigned duties with the Field Troops, the technical, supervisory, and administrative functions of all reconstructionist activity are assigned to the Traffic Division and the Senior Accident Reconstructionist Specialist.

(All active reconstructionists will be given written exams, and practical exercise exams, during the first quarter of 1987 in order to insure their continued proficiency and qualifications. This is to be an annual, mandatory part of the program so that we will be able to maintain the foundations that allow our reconstructionists to continue to qualify to give testimony in the courts.)

Accident Records: The Accident Records Section is maintained in compliance with Maine Motor Vehicle Laws, and as such receives, reviews, processes, and maintains files of all accidents reported in Maine. Reports from every police agency in the State, are checked for completeness, accuracy, and compliance with the guidelines of the Accident Reporting Manual.

All reports, more than 35,000 annually, are kept in microfilm files and are made available to interested parties in compliance with the Maine Law. Annual sales of accident report copies exceed $30,000.

The Accident Records Section also maintains separate files on all fatal motor vehicle accidents and is responsible for daily updates of fatal accident statistical data. Constant coordination is maintained with the Bureau of Safety, the Governor's Highway Safety Representative, the Maine Department of Transportation, and the Department's Data Processing Unit to insure up to date accident data.

Air Wing: The State Police Air Wing consists of two full time pilots with duties including: aircraft enforcement of the national maximum speed limit, marijuana eradication, coastal smuggling, aircraft smuggling, aircraft theft, criminal surveillance, aerial searches, administrative transportation, maintenance of aircraft, proficiency training, and instruction to other agencies. The State Police aircraft are based in the greater Portland area, with a state-wide response time of 1 hour in most cases.

Even though the summer was plagued with inclement weather, the Air Wing was able to complete more than 200 55-MPH enforcement details. Many of the speed violators had C.B. and radar detector equipped vehicles.

Marijuana eradication took up most of July, August, and September with the Air Wing instructing at a Federal Drug Enforcement Administration (DEA) sponsored Eradication School in Waterville. Criminal surveillance for the Task Force Drug Unit led them to a stash house where property and items seized were valued at $184,000.

Commercial Vehicle Enforcement: The Commercial Vehicle Enforcement Unit has the responsibility of enforcing the size and weight laws as they apply to commercial vehicles. During 1986, this Unit weighed 70,100 trucks and checked 105,920 for compliance. The two weigh stations in Kittery and York are open and in regular use. These areas are used primarily by the State Police but are often used in conjunction with the Federal Office of Motor Carrier Safety, Marine Patrol, and other State and federal organizations.

During calendar year 1986, the Motor Carrier Section registered and issued operating permits to 5,191 for-hire motor carriers, which include 4,795 carriers operating in Interstate Commerce and 396 in Intrastate Commerce. Vehicle Identification Stamps were issued for 152,748 interstate trucks and 3,063 intrastate trucks being operated by motor carriers. 4,764 temporary telegraphic authorities were sent to motor carriers in order to expedite legal movement of their vehicles into or through the State. Revenue from Motor Carriers Operations was $1,283,832.58, a seven percent increase over calendar year 1985.

The members of the Traffic Division inspected 2,763 commercial motor vehicles for compliance with the safety rules. Of these, there were 1,861 vehicles placed out-of-service for defects or driver noncompliance with the safety rules. 14,714 defects were detected during these inspections. Many of the inspections were the direct result of special details conducted throughout the State with funds received from the federal MCSAP (Motor Carrier Safety Assistance Program). This was the Traffic Division's first year as an implementation state under the MCSAP.

Fleet Safety Program: The Director of the Traffic Division also serves as the Chairman of the State Police Fleet Safety Board. All fleet accidents and reports of fleet vehicle damage are forwarded to the Fleet Safety Board for review, and those records are maintained within the Traffic Division.

The Fleet Safety Board, made up of sworn personnel, reviews all reports in compliance with State Police Policy and makes decisions regarding the preventability of the events. The Board also makes frequent recommendations to the Chief regarding overall fleet vehicle safety.

Individual officer files are also maintained by the Board and it is these files that are the basis for the issuance of the Safe Driver Award pins that are worn on the State Police Uniform.

Hazardous Materials: The Traffic Division continues to be involved in hazardous materials safety and enforcement. The major concerns for the Traffic Division is the safe transportation of hazardous materials over the highways. The Hazardous Materials Coordinator works cooperatively with Maine Department of Environmental Protection and the Maine Bureau of Civil Emergency Preparedness on matters concerning the overall safety of the public.

Motor Vehicle Inspection: The Motor Vehicle Inspection Unit, consisting of nine uniformed officers, is responsible for the monitoring and licensing of the 1,914 inspection stations and 6,754 certified inspection mechanics in the State. The inspection officers must inspect each of the 2,250 school buses twice a year. Their duties also include motor vehicle inspection complaint investigations, speaking engagements, vehicle autopsy, accident reconstruction, and providing instructors at the Maine Criminal Justice Academy.

Working in conjunction with the Maine Department of Education, the Unit promoted school bus safety through classroom training sessions and bus rodeos throughout the State.

Inspection sticker sales for 1986 are as follows:

Motor Vehicle	1,007,540
Motorcycle	26,460
School Bus	6,627
Trailer	1,370
TOTAL SALES	1,041,997
Total dollar amount of all sticker sales	$520,998.50

Training/Special Services.

Training: With two 18-week State Police training academies, processing for these schools, and other responsibilities, the Training Office was busy in 1986. Thirty-one men and women graduated in May from the 39th Training Troop. This Troop was followed by the 40th Training Troop in August—graduating 23 new Troopers in December.

Support and instruction was provided in the areas of:

—The Maine Warden Academy
—Three Municipal/County Basic Police Schools
—The State Fire Academy
—Five Corrections classes
—State Police Performance Evaluation classes
—Physical Ability/Assessment Testing for the Canine Handlers, Tactical Team, and Dive Team
—The class for the commissioned officers on "How To Deal with the Media"
—Student Law Enforcement Program
—Administration of Physical Aptitude Tests (PAT's) for applicants
—Classes to various fire and ambulance services on Motor Vehicle law
—Instruction at the New England State Police (NESPAC) schools
—Coordination of the applicant process for the 40th Training Troop

Additionally, the Training Office acted as the resource center for individuals requesting information on the Maine State Police. Several high school students were referred to the Office by guidance counselors for visits and information on the State Police, and careers in law enforcement.

During 1986, State Police Officers attended each of the four NESPAC MCO Schools and six CID detectives attended the NESPAC Homicide School in Connecticut.

Two recruit classes received basic weapons training in both revolver and shotguns. Weapon evaluation continues to be an ongoing project with the search for the right sidearm still progressing. Budgeting should provide for a trade in July of 1988. 1986 found our current issue of Model 65 S&W's to be aging and in need of repair. Departmental armorers were kept busy bringing these weapons up to operational fitness. All handguns kept at Headquarters Supply were checked and tagged for issue or for repair. During 1986, more than 359 Department personnel were qualified with one, or in many cases, multiple handguns.

Shotgun updating was in progress, with offers being requested from dealers to trade 60 Model 1200 Winchesters and 30 other assorted weapons, for a requested 60 S&W 3000 or 60 Remington Model 870 12 gauge shotguns.

Special Services: State Police Special Services is comprised of the Canine Unit, Hostage Negotiation Team, the Tactical Team, and the Underwater Recovery Team.

Canine Unit: The Maine State Police Canine Unit increased its activity by over 150 calls during 1985.

The activities were broken down as follows:

Tracking	240 calls
Drug Searches	210 calls

Backing Up other officers (During life threatening situations)	119 calls
Deterrent (People stopped violent behavior on sight of dog)	126 calls
Building searches	40 calls
Evidence searches (at crime scenes)	24 calls

The Canine Team conducted 213 public demonstrations to enhance the image of the Maine State Police and to help deter crime.

Total use of the Canine Unit, 1986 ....972 calls

The ability of the canine teams to perform successful calls is directly related to the number of dedicated hours in training.

The fourth Basic Patrol Dog School was held in 1986. This school provided training for three new State Police Handlers. We also trained new canine teams for Portland, Biddeford and Westbrook police departments and the Maine Warden Service.

The Maine State Police hosted a one week New England State Police Administrators Compact (NESPAC) Advanced Canine Handlers School in Alfred, Maine. The 40-hour training school was attended by Troopers from five New England States.

The canines were directly responsible for 51 felony and misdemeanor arrests during 1986.

The narcotics-trained dogs assisted the State Police Drug Enforcement Unit with numerous raids and searches, and were directly responsible for several large drug seizures.

The Maine State Police Canine Unit has completed another year without any serious bites.

Tactical Team: The Maine State Police Tactical Team consists of specially trained Troopers who, for the most part, are centrally located within the State in order to ensure maximum Team mobility. The purpose of the Team is to respond to extreme emergencies in which serious injury or death could neutralize the effect of any person(s) threatening the lives and safety of the public.

During 1986, the Tactical Team continued its specialized effectiveness with 10 days of professional training. The training was sponsored by the New England State Police Administrators Conference.

The Team responded to numerous requests for assistance from local, county, and State agencies with requests ranging from:

—Armed individuals
—Barricaded individuals threatening the lives of others or the public
—Hostage situations

The Team was able to accomplish each mission without injury or loss of life.

Underwater Recovery Team: The Maine State Police Underwater Recovery Team (URT) conducted 15 operational dives which included searches for bodies, vehicles, airplanes, and various pieces of evidence in rivers, lakes, quarries, ponds, and the ocean. The URT added two new members to the team (for a total of eight members), and through advanced training with the U.S. Navy and Connecticut State Police, the URT has been able to improve it's safety procedures and expand the capabilities of the Team to include more effective search techniques and deep diving operations.

LICENSES, PERMITS, ETC.:

License:

BEANO—GAMES OF CHANCE—Private Investigators, Security Guards and Weapon Licensing

The Department reviews applications and, upon qualification issues licenses for private investigators under MRSA, Title 32, Section 6051-6066 and for security guards under Title 32, Section 3761-3783.

PUBLICATIONS:

Laws, Rules and Regulations Relating to Games of Chance (Free)
Laws, Rules and Regulations Relating to Beano (Free)
Motor Vehicle Inspection Manual ($3.50)
Personal Property Record & Inventory (Free)
Illustrated Black and White Brochure pertaining to the duties of the Trooper (Free)
The Maine Department of Public Safety (Free)

The Maine State Police "Annual Report" (Free)
Private Investigator (Free)
Private Security Guard (Free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF STATE POLICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,243,038	3,227,716	1,474,824	6,384,385	156,113	
Health Benefits	647,647	6,767	84,334	549,980	6,566	
Retirement	3,883,035	1,655,257	474,125	1,694,465	59,188	
Other Fringe Benefits	123,794	1,036	14,957	106,879	922	
Computer Services—State	144,153			144,153		
Other Contractual Service	2,817,162	14,832	226,927	2,525,037	50,366	
Rents	153,522		1,203	152,169	150	
Commodities	538,666	176	26,241	496,167	16,082	
Grants—Subsidies—Pensions	992,067		1,973	990,094		
Equipment	1,048,402	71,384	53,603	829,618	93,797	
Interest—Debt Retirement	836			836		
Transfers to Other Funds	269,055		38,733	225,232	5,090	
TOTAL EXPENDITURES	21,861,377	4,977,168	2,396,920	14,099,015	388,274	

PUBLIC TRANSPORTATION ADVISORY COMMITTEE

DANA F. CONNORS, COMMISSIONER, DOT

Central Office: Transportation Bldg., Augusta, Maine *Telephone:* 289-2841
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: June 21, 1979 *Sunset Review Required by:* Not Established
Reference: Policy Area: 07; *Umbrella:* 92; *Unit:* 363; *Citation:* 23 M.R.S.A., Sect. 4209
Average Count—All Positions: 16 *Legislative Count:* 0

PURPOSE: The Public Transportation Advisory Committee was created to assist and advise the Commissioner of Transportation in the development and maintenance of effective, low-cost public transportation service throughout the state.

ORGANIZATION: The Committee was established June 21, 1979, by emergency legislation. The Commissioner of Transportation appoints not more than 17 members, consisting of representatives of state agencies involving public transportation, low income, elderly, and handicapped residents who utilize public transportation, and private transit operators in the service.

PROGRAM: The Advisory Committee met once during the preceeding year and conducted a review and provided comments upon the program developed by the Bureau of Transportation Services. It issues no licenses and produces no publications.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Department of Transportation.

PUBLIC UTILITIES COMMISSION

CHARLES A. JACOBS, ADMINISTRATIVE DIRECTOR

Central Office: 242 State St., (Old M.V. Bldg.), Augusta; *Floor:* 2 *Telephone:* 289-3831
Mail Address: Statehouse Sta. #18, Augusta, Maine 04333-0018

Established: 1913 *Sunset Termination Scheduled to Start by:* June 30, 1995

Reference: Policy Area: 01; *Umbrella:* 65; *Unit:* 407; *Citation:* 35-A M.R.S.A., §103-7

Average Count—All Positions: 67 *Legislative Count:* 65

Organizational Units:
Administrative Division
Consumer Assistance Division
Legal Division
Technical Analysis Division
Finance Division

PURPOSE: The Public Utilities Commission's purpose is to protect the public by ensuring that utilities operating in the State of Maine provide adequate and reliable service to the public at rates that are reasonable and just. The Commission is a quasi-judicial body which rules on cases involving rates, service, financing, and other activities of the utilities it regulates. The Commission also has investigatory and rulemaking authority. The Commission currently has jurisdiction over 150 water utilities, 15 electric utilities, 1 gas utility, 19 telephone and telegraph utilities, 5 water carriers, 3 resellers of telephone services, and limited aspects of radio common carriers.

The Commission is divided into five operating divisions with respective powers and duties as follows:

Administrative Division. The Administrative Division is responsible for fiscal, personnel, contract and docket management, as well as physical plant. The Division provides support services to the other divisions and assists the Commission in coordinating its activities. The Division has primary responsibility for public information and assists the General Counsel of the Legal Division in providing information to the Legislature.

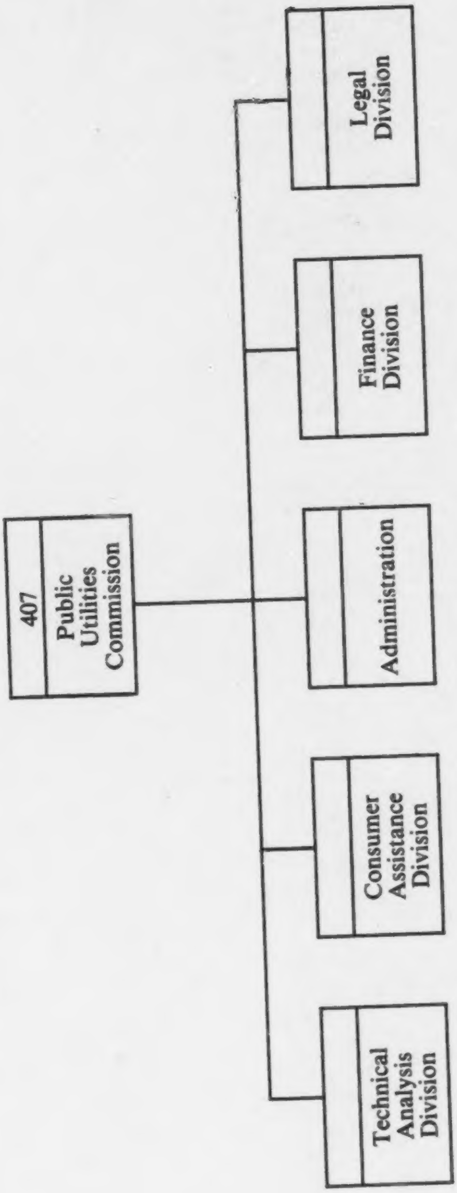
Consumer Assistance Division. The Consumer Assistance Division (CAD) receives, analyses and responds to complaints from Maine utility customers. The CAD assists individual customers in resolving their disputes with the utility and analyzes those complaints to determine what utility practices, if any, need to be corrected. When a utility practice is identified that requires correction action, it is brought to the attention of the utility for appropriate resolution.

Legal Division. The Legal Division represents the Commission before federal and State appellate and trial courts and agencies and the Maine Legislature. It provides hearings examiners and staff attorneys in cases before the Commission and assists in preparing and presenting Commission views on legislative proposals. Examiners preside over Commission proceedings, rule on questions of procedure and evidence, and prepare written recommended decisions for the Commission. Staff attorneys organize and present the staff's case before the Commission, cross-examine the cases of other parties, file briefs on the issues, and engage in negotiations with the parties for the settlement of all or some of the issues in a case. Complete legal services are provided by the Division on all legal aspects of matters within the Commission's jurisdiction from major rate cases to individual consumer complaints.

Finance Division. The Finance Division is responsible for conducting financial investigations and analysis of telephone, electric, gas and water utilities, and for conducting other research about Maine utilities. The Division analyzes all applications of utilities to issue stocks, bonds or notes. The Division prepares testimony and other material concerning fuel clauses, cost of capital, rate base, revenues, expenses, depreciation and rate design for rate cases. The Division assists in the preparation of questions for cross-examination on accounting and finance matters, presents direct testimony, evaluates rate case exhibits and advises the Commission on financial and economic issues.

Technical Analysis Division. The Technical Analysis Division analyzes the technical aspects of filings made by utilities. Specifically, the Division analyzes and evaluates rate design exhibits, assists in the preparation of engineering related cross-examination and provides expert witnesses in rate proceedings. The Division prepares and reviews cost allocations and rate studies, reviews plans and specifications on all major utility construction projects, conducts on-site inspection

ORGANIZATIONAL CHART
PUBLIC UTILITIES COMMISSION
UMB 65


407
Public Utilities Commission
Technical Analysis Division
Consumer Assistance Division
Administration
Finance Division
Legal Division

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
PUBLIC UTILITIES COMMISSION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,595,093	639,161	955,932			
Health Benefits	66,101	23,159	42,942			
Retirement	263,314	80,742	182,572			
Other Fringe Benefits	7,105	2,162	4,943			
Computer Services—State	3,139		3,139			
Other Contractual Service	584,841	55,323	529,518			
Rents	54,888		54,888			
Commodities	31,409		31,409			
Grants—Subsidies—Pensions	130		130			
Purchases of Land	6,574		6,574			
Buildings and Improvement	578,247		578,247			
Equipment	22,504		22,504			
Interest—Debt Retirement	1,166		1,166			
Transfers to Other Funds	111,458		111,458			
TOTAL EXPENDITURES	3,325,969	800,547	2,525,422			

of system improvements, advises the Commission and CAD regarding line extensions, inspects gas pipelines to ensure safe operations and conducts on site investigations of gas explosions and electrical accidents involving loss of human life. Finally, the Division reviews standards of service, utility reports, fuel clauses and fuel generation rates, using computer modeling techniques where appropriate.

ORGANIZATION: The Public Laws of 1913, effective by Proclamation, after referendum on October 30, 1914, created the Public Utilities Commission. It was organized December 1, 1914. The Act abolished the Board of Railroad Commissioners, established in 1858, and conferred upon the Public Utilities Commission all powers vested in that Board, as well as the State Water Storage Commission, including custody and control of all records, maps, and papers pertaining to the offices of the Railroad Commissioners and the State Water Storage Commission, the latter of which was not legally abolished until 1916. In addition, the Commission acquired jurisdiction over all "public utilities," and through subsequent legislation any person, firm, or corporation operating motor buses or trucks transporting passengers or freight for-hire over any street or highway in Maine. Pursuant to Chapter 469 of the Public Laws of 1981, the Commission's jurisdiction over for-hire freight and passenger surface transportation was removed and transferred to the Bureau of State Police and the Department of Transportation, effective January 1, 1982. The Commission retains jurisdiction over the transportation of passengers and property for compensation by vessel in Casco Bay under Chapter 174 of the Private and Special Laws of 1963.

Chapters 207 and 617 of the Public Laws of 1983 specifically exempted dealers of gas in liquid form from Commission jurisdiction, which had not been previously exercised. Central tanks serving more than 10 customers are still subject to PUC jurisdiction. Chapter 304 of the Public Laws of 1983 deregulated one-way paging service. Chapter 802 of the Public Laws of 1983 conferred PUC jurisdiction over cable TV systems providing service like telephone companies and pole attachment charges for cable TV systems. The present Public Utilities Commission consists of three members appointed by the Governor subject to review by the Legislative Committee having jurisdiction over public utilities and to confirmation by the Legislature, for terms of six years. One member is designated by the Governor as Chairman, and all three members devote full time to their duties.

PROGRAM:

During the first half of the fiscal year 1986-87, much attention was devoted to dealing with the attempt by the Maine electric utilities to sell their shares of Seabrook to Eastern Utility Associates of Massachusetts. A renegotiated deal between the Maine utilities and EUA was approved by the PUC in July 1986, and the ratemaking treatment of that sale was also approved by the Commission. Finally, in November 1986, the sale was consumated and since that time, involvement by Maine utilities in Seabrook has effectively ceased. During the spring and summer of 1986, the Commission was engaged in the last prudency investigation of a nuclear plant investment (Millstone 3), as part of a CMP rate case. The Commission eventually approved a stipulation which disallowed 15% of its costs.

The second half of the fiscal year has been highlighted by rate decreases for a large number of electric, telephone and water utilities. These decreases have been caused by lower taxes associated with the Tax Reform Act of 1986 and lower capital costs reflecting the current market conditions on Wall Street. Two of the major utilities, New England Telephone ($9.1 million decrease) and Bangor Hydro-Electric Company ($6.2 million decrease) saw rate decreases as part of specific Commission investigations of those utilities. Important aspects of both investigations are continuing into the new fiscal year. Rate decreases have been brought about for other utilities pursuant to Chapter 90 of the Commission's rules, a rule promulgated during fiscal year 1986-87. By this rule, the ratemaking effects of lower capital costs and federal income taxes have been accounted for while all other factors have been assumed to be constant. Chapter 90 has allowed for an approach to adjust for taxes and costs of capital in a quick and efficient manner. The overall decrease for Central Maine Power Company pursuant to Chapter 90 was $16.5 million. For the most part, the Staff and the utilities have negotiated the Chapter 90 decreases.

This was also an active year for implementation of new rate design for the two largest electric utilities in the State. This has been a process whereby the Commission allocates costs of service to classes of customers in a fair and efficient manner, so as to encourage the economic use of utility resources.

Consumer Assistance Division: During the calendar year 1986 the Commission's Consumer Assistance Division received 5,127 complaints from utility customers and processed 4,887 of them. Investigations of customer complaints by the Division resulted in refunds of $18,186.43 to customers for 1986.

Legislation: Recently enacted legislation during the 1987 session, which affects the Commission includes:

(1) The enactment of legislation which clarifies the laws for transmission of electric power. The PUC is also directed to update the study completed last year.
(2) The enactment of an omnibus bill making several limited changes to the PUC statutes.
(3) The enactment of legislation to recodify the public utilities law.
(4) The enactment of legislation to amend the electric rate reform act as it applies to cost recovery for utility financing of energy conservation. This law allows the PUC to approve and allow cost recovery for conservation programs that result in savings in fuel other than electricity.
(5) The enactment of legislation requiring evaluation of NEPOOL membership which requires the PUC to issue a rule stating that each Maine utility which is a member of the NEPOOL Agreement review that agreement at least every three years.
(6) The enactment of legislation to modify the fuel clause which directs the PUC to report by 1/1/88 to the joint standing committee on progress by the PUC in negotiating revised accounting methods with the major electric utilities to achieve the goal of minimizing fuel costs and moving electric use to off-peak hours.
(7) The enactment of a resolve for the PUC to study the allocation of water supply rights. This report is due to the joint standing committee by 12/1/87.
(8) The enactment of legislation to prohibit initial service charges by electric utilities.
(9) The enactment of legislation to clarify the laws concerning transportation of water in Casco Bay. The PUC is also directed to participate in a study of ferry service with the report due by 1/1/89.
(10) The enactment of a resolve to reconstitute the 9-1-1 Study Commission. A PUC Staff member is the chairman of this commission. The commission shall have a report completed by 12/1/87.
(11) An Act making clear that a utility sale of property under construction is subject to Commission approval.
(12) A resolve encouraging the PUC and other agencies to thoroughly and promptly review CMP's proposed purchase of power from Hydro-Quebec.

LICENSES, PERMITS, ETC.

Electric Utilities — Application for Certificate of Convenience and Necessity to construct or purchase generating facilities of energy.

Two-way Radio Telecommunications — Application for Certificate of Convenience and Necessity to provide service.

Water Carrier in Casco Bay — Application for Certificate of Convenience and Necessity to provide service.

PUBLICATIONS:

Annual Report to Joint Standing Committee on Utilities of the Maine Legislature. (No Charge)

Rules (No Charge)

*Decisions and Orders—(Semi-Annual Fee $73.00—mailed monthly)

*Agenda—(Semi-Annual Fee $12.00—mailed weekly)

*Docket—(Semi-Annual Fee $10.00—mailed monthly)

*There is no charge for parties or interested persons in cases.

FINANCES, FISCAL YEAR 1987: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE PUBLIC UTILITY FINANCING BANK

H. DONALD DE MATTEIS, CHAIRMAN
HENRY G. BOUCHARD, Executive Director

Central Office: Community Drive, Augusta *Telephone:* 622-9386
Mail Address: 35 Community Drive, Augusta, Maine 04330

Established: 1981

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 401; *Citation:* 35 M.R.S.A., Sect. 184

Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Public Utility Financing Bank was established to foster and promote by all reasonable means the provision of adequate markets and the lowest possible costs for borrowing money by public utilities.

All expenses incurred in carrying out this purpose shall be payable solely from revenues or funds available to the bank. The Bank cannot incur any indebtedness or liability on behalf or payable by the State.

ORGANIZATION: The Bank is under direction of a Board of Commissioners comprised of the Commissioners of the Maine Municipal Bond Bank who shall be commissioners ex officio. The Board of Commissioners shall elect one of its members as chairman, one as vice-chairman and shall appoint an executive director who shall also serve as both secretary and treasurer.

PUBLICATIONS:
Annual Report

FINANCES, FISCAL YEAR 1987: The State records do not contain any accounts assigned to this unit. Operating expenses will be covered by fees and charges to the participating public utility.

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE

DAVID ~~D.~~ BROWN, CHAIRMAN

Incoming WATS: Emergency Only: 1-800-452-8735
Central Office: State Office Bldg., Augusta *Telephone:* 289-4080
Mail Address: Statehouse Station #72, Augusta, Maine 04333
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 400; *Citation:* 37B M.R.S.A., Sect. 954
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Radiological Emergency Preparedness, Chapter 444, P.L. 1981 "An Act to Establish an Emergency Radiological Response System" was enacted in June 1981. This act established the Radiological Emergency Preparedness Committee to oversee Nuclear Emergency Planning and provides $50,000 annually to accomplish their work. The monies are obtained by a fee on nuclear reactor license holders.

The REP Committee has completed its sixth annual budget. Monies from the budget ($50,000) were used to enhance emergency public notification, communications, and planning within the twenty (20) towns in the Emergency Planning Zone around the Maine Yankee Nuclear Plant. The Bureau of Civil Emergency Preparedness provides the REP Committee administrative and financial services.

PUBLICATIONS:

1. "State of Maine Emergency Procedures in the event of a Maine Yankee Incident." Free to citizens.
2. Radiological Emergency Preparedness—"Handbook for emergency workers and notifier teams in the Maine Yankee Emergency Planning Zone." This handbook is directed to emergency personnel and services, not for general distribution to the public.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	1,684		1,684			
Commodities	1,604		1,604			
Grants—Subsidies—Pensions	13,967		13,967			
Equipment	27,549		27,549			
Transfers to Other Funds	18,219		18,219			
TOTAL EXPENDITURES	63,023		63,023			

ADVISORY COMMISSION ON RADIOACTIVE WASTE

SEN. JUDY KANY, CHAIRPERSON
COMM. DEAN MARRIOTT (D.E.P.), VICE-CHAIRMAN

Central Office: Maine State Retirement Building, Augusta *Telephone:* 289-3058, 3059
Mail Address: Statehouse Sta. #120, Augusta, Maine 04333 1-800-453-4013
Established: 1985
Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 433; *Citation:* 38 M.R.S.A., Sect. 1453
Average Count—All Positions: 14 *Legislative Count:* 3

PURPOSE:

A. Study the management, transportation, storage and disposal of radioactive waste, including low-level and high-level radioactive waste generated in or near this State;
B. Evaluate methods and criteria for siting and constructing low-level radioactive waste disposal or storage facilities;
C. Evaluate methods and criteria for siting and constructing high-level radioactive waste repositories or storage facilities;
D. Advise the Governor and the Legislature on the findings and recommendations of the commission;
E. Assist the Governor in regional efforts to manage radioactive waste; and
F. Provide opportunities for public input, disseminate information to the general public and promote public understanding concerning radioactive waste issues.

ORGANIZATION:

Membership; appointment. The commission shall consist of 14 members, who shall be appointed as follows. The Governor may appoint a person from the Executive Department, Office of the Governor; the Commissioner of Environmental Protection; the Commissioner of Human Services; and the State Geologist, or their designees shall be members of the commission. The President of the Senate shall appoint 3 Senators, 2 from the majority party and one from the minority party; one person from an organization that holds a license for the use of radioactive material; and one person from the general public. The Speaker of the House of Representatives shall appoint 3 Representatives, 2 from the majority party and one from the minority party; one person from an organization that holds a license for the use of radioactive material; and one person from the general public. The terms of legislative members of the commission shall expire the first Wednesday in December 1986, and in even-numbered years. The terms of the public member appointed by the President of the Senate and the licensee member appointed by the Speaker of the House of Representatives shall expire December 31, 1986, and every 2 years thereafter; and the terms of the public member appointed by the Speaker of the House of Representatives and the licensee member appointed by the President of the Senate shall expire December 31, 1987, and every 2 years thereafter. Notwithstanding this subsection, any public member or licensee member may be removed by the appointing authority, at the pleasure of the appointing authority and a new member may be appointed to complete the term of the preceding appointee. Members may continue to serve until their replacements are designated. Vacancies shall be filled by the appointing authority to complete the term of the preceding appointee.

The commission shall elect a chairman from its legislative membership. The Commissioner of Environmental Protection shall serve as vice-chairman.

PROGRAM: The Advisory Commission on Radioactive Waste was established as a successor to the previous Low Level Waste Siting Commission. The Commission advises the Governor and the Legislature on matters relating to radioactive waste management and has the duties specified under purpose.

During the fiscal year ending June 30, 1987, Advisory Commission activities included:

— Conducting the required annual survey of Maine low-level radioactive waste generators, with results for 1986 made available in June 1987.

- Conducting four public workshops aimed at seeking suggestions for criteria for site selection for a low-level radioactive waste disposal facility in Maine.
- Continuing to monitor the U.S. Department of Energy's high-level radioactive waste disposal program, and maintaining contact with Maine's Congressional delegation on this issue.
- Introducing legislation to establish a Maine Low-Level Radioactive Waste Authority empowered to coordinate and oversee the planning, siting, construction, operation, closure, and post-closure maintenance of a Maine low-level radioactive waste disposal facility.
- Maintaining contact with other states and with regional low-level waste compacts to continue to explore possible arrangements for out-of-state low-level waste disposal.
- Publishing seven Update newsletters, maintaining an incoming 800 telephone line to provide current information and accept messages, and responding to individual questions from the public on both high-level and low-level radioactive waste.

PUBLICATIONS:

Comments On the US Department of Energy's Draft Area Recommendation Report, April 1986. Free.

Executive Summary On Comments On The US DOE's Draft Area Recommendation Report, April 1986. Free.

State of Maine Low Level Radioactive Waste Activity Report, June 1987. Free.

Monthly newsletter on Radioactive Waste. Free.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Oil and Hazardous Materials Control, Department of Environmental Protection.

CONTINUING EDUCATION COMMITTEE (REAL ESTATE)

TERESEA HAYES, CHAIR
JAYE B. ARMINGTON, Administrative Assistant

Central Office: Stevens School, Central Bldg., Hallowell, Maine *Telephone:* 289-3735
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: September 14, 1979

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 040; *Citation:* 32 M.R.S.A., Sect. 4115B

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Continuing Education Committee (Real Estate), created effective September 14, 1979, was established to approve real estate oriented educational programs. Each biennial licensing period, actively licensed real estate brokers and salesmen must attend 12 clock hours of real estate oriented educational programs.

Upon receipt of an application for approval as a continuing education program, the committee considers the apparent ability of the program to improve the licensee's knowledge of the real estate business and to assist the licensee in keeping abreast of changing laws, regulations or practices which will affect the interests of his client. Approved programs may include in-office classes, video-tape and tele-lecture presentations, correspondence courses, professional seminars, college courses, workshops, courses designed for pre-licensure education, and other formats, subject to approval of course content by the committee. The committee in approving applications also considers the desirability of low cost programs that can be accessible to licensees in rural areas.

ORGANIZATION: The Continuing Education Committee is appointed by the Real Estate Commission. The committee consists of one member of the commission, one member from the field of education, one member representing the public and 4 licensees. Each licensee represents a different geographical area of the State, and at least one must not belong to a professional real estate trade association. Members are appointed for staggered 3-year terms, except the commission member who is appointed annually.

PROGRAM: The Continuing Education Committee held 10 meetings during the fiscal year. During this period the Committee changed roles from that of administrative to that of development. The Committee developed and disseminated course outlines for use by course sponsors.

LICENSES, PERMITS, ETC.

Program approval for continuing education credit.

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

REGIONAL AGRICULTURE COMMITTEE

COMMISSIONER OF AGRICULTURE, FOOD AND RURAL RESOURCES

Central Office: Augusta
Established: September 23, 1983
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 464; *Citation:* Resolves 1983, Chap. 46
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Common problems in the effective utilization of our agricultural resource base, natural and human, compels a closer working relationship on projects which offer potential for more food production of a diversified nature, not only to strengthen the economic position of our rural areas, but also to ensure greater food self-sufficiency for the region. To this end, the Regional Agriculture Committee is established to promote regional and international cooperation in the development of agricultural programs designed to encourage greater food production, marketing, and food self-sufficiency among the states of New England, Quebec, and the Maritimes to build a more productive and diversified agricultural community on a regional basis, comprised of small and mid-sized family farms; to review proposals from public and private non-profit institutions in New England, Quebec, and the Maritimes which aim to strengthen the agricultural capacity of the region; to establish conditions for the application of matching funds to support projects, insuring that results will be adequately disseminated in a timely fashion; to administer matching funds made available to it by the Legislature and other sources for the purposes stated and to prepare an annual financial report along with a written account of investment practices and matching donors; and to report annually to the Legislature to share information about the activities of the committee and the benefits achieved as a result of matching grants extended.

ORGANIZATION: The committee consists of 9 members: The Commissioner of Agriculture, Food and Rural Resources, who is chairman; Director of the Maine Canadian Legislative Advisory Commission; Director of the Cooperative Extension Service; 2 members of the Legislature; representation from 2 different farm organizations, one associated with an established major commodity crop such as apples, potatoes, milk, etc., and the other associated with a more diversified farm production unit chosen by the Commissioner of Agriculture, Food and Rural Resources; a consumer, non-farmer representative from a private foundation in Maine with an interest in agriculture appointed by the Governor; and a representative from the communications-media field. Representatives from the legislative branch which include the Director of the Maine Canadian Legislative Advisory Committee and 2 members of the Legislature serve on the committee in an advisory capacity with no voting power. The committee meets at least once a year, but not more than 4 times in a calendar year.

PROGRAM: The committee hired a coordinator to organize the Small Farm Technology Field Days, a regional effort of the New England States and the Eastern Canadian provinces, aimed at the growing number of small and part-time farmers.

Additionally, the coordinator was charged with visiting each jurisdiction, to do a needs assessment of each area and to prepare a report defining agricultural interests shared by New England and Eastern Canada and recommend joint projects they might consider.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Administrative Services Division, Department of Agriculture, Food and Rural Resources.

RESIDENTIAL TREATMENT CENTERS ADVISORY GROUP

Central Office: State Office Bldg., Augusta *Telephone:* 289-4205
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: September 19, 1985
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 485; *Citation:* 22 M.R.S.A., Sect. 8154

PURPOSE: To consult with the Children's Residential Treatment Committee on the development of overall state policies for placement of children in need of treatment in residential treatment centers. The Children's Residential Treatment Centers Committee is composed of the Commissioner of Educational and Cultural Services; the Commissioner of Human Services; the Commissioner of Mental Health and Mental Retardation; and, the Commissioner of Corrections, or their designees.

ORGANIZATION: The Advisory Group is composed of a representative from each residential treatment center and 2 members who represent community mental health services. Additional members may be added at the request of the Children's Residential Treatment Committee resulting in the addition of a representative of the Maine Association of Directors Services for Exceptional Children.

PROGRAM: The Residential Treatment Centers Advisory Group meets on a bi-monthly basis with the Children's Residential Treatment Committee. A needs assessment format was developed and implemented during the past year. The format is designed to project the need for residential treatment center services. Additionally the Advisory Group participated in the development of draft principals of reimbursement and a rate setting procedure. Future agenda includes finalizing rules on policy, contract and rate setting procedures for promulgation by January 1, 1988.

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM

RICHARD J. McDONOUGH, CHAIRPERSON, BOARD OF TRUSTEES
CLAUDE R. PERRIER, EXECUTIVE DIRECTOR

1-(800)-451-9800
Central Office: 1 Central Plaza, Augusta *Telephone:* 289-3461
Mail Address: Statehouse Sta. #46, Augusta, Maine 04333
Established: 1947 *Sunset Termination Scheduled to Start by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 411; *Citation:* 5 M.R.S.A., Sect. 1002
Average Count—All Positions: 52

PURPOSE: The major goal of the Board of Trustees of the Maine State Retirement System is to administer the Maine State Retirement System, to provide retirement benefits for retiring members of the System and their beneficiaries, disability allowances for disabled members, and benefits to survivors of deceased members prior to the member's retirement; and to administer the State's Group Life Insurance plan.

The (Board of Trustees of the) Maine State Retirement System formulates policies and is responsible for the general supervision of the System including the State Group Life Insurance plan, and Survivor Benefit plan. The administrative responsibility is vested in the Executive Director who is appointed by the Board, who is also the State Administrator for Social Security as it applies to Maine's political subdivisions.

ORGANIZATION: A joint contributory retirement system covering all public school teachers, state employees (except members of the judiciary and state police officers employed before 1943), and the employees of 262 cities, towns, counties, various municipal type units, and certain educational institutions, was created by the Legislature in 1947.

The System is under the supervision of a seven-member board of trustees which is responsible for the formulation of policies and the exercise of general supervision under the statutes. Administrative responsibility is vested in an executive director appointed by the Board. Board members, who serve for a three-year term, include three members appointed by the Governor and subject to review by the Joint Standing Committee on Aging, Retirement & Veterans and to confirmation by the Legislature, one of whom shall be a retired teacher selected from a list o three nominees submitted by the Maine Retired Teachers Association; one member elected by the Maine State Employees Association; one member elected by the Maine Teachers Association; one member appointed by the Maine Municipal Association, who is a member of the System through a participating local district; and one member who is receiving a retirement allowance as a retired state employee or retired participating local district employee under the System and is selected by the foregoing members of the Board. The State Treasurer is an ex-officio, non-voting member. The Board elects a chairman from its membership and designates an actuary, whose duties include the computation of all retirement benefits and the costing of requests to the Legislature in order that the System be maintained in a solvent position. A Medical Board consisting of three physicians not eligible to participate in the System is also provided for under the law.

PROGRAM: Membership in the Maine State Retirement System at June 30, 1987, was comprised of 42,079 active members (18,882 teachers, 14,272 state employees and 8,925 employees of participating local districts). In addition there were 25,197 inactive accounts on the System's records (13,200 teachers, 9,192 state employees and 2,805 participating local district employees).

Trust fund reserves of the System at June 30, 1987, totalled $1,134,102,000, an increase of $184,060,739 over reserves at the beginning of the year. The year end composition of these reserves was as follows:

	Trust Fund Reserves
State Employees	$375,098,421
Teachers (Post 7/1/24)	512,279,331
Teachers (Pre 7/1/24)	(198,914,536)
Participating Local Districts	310,251,638
Consolidated Disability AD&D, & Sur-Benefits	135,387,146
Total	$1,134,102,000

The increase in trust fund reserves was reflected for the most part in the Members Contribution Fund, which was $46,557,612 more than the previous year's end balance, the Retirement Allowance Fund, which was $134,414,729 greater than at the previous year end, and the Survivor Benefit Fund, which was $3,099,448 greater than the previous year end. Of major significance to the funding integrity of the System is the continued funding for the old system teacher retirement plan; appropriations of $18,236,894 were authorized for 1986-87.

State contributions to the System during the past year totalled $122,195,653, of which $69,975,508 was made on account of teachers and $52,220,145 was made on account of state employees. Participating local district employers made contributions on behalf of employees totalling $22,447,108. Individual members made contributions totalling $51,332,686 as compared with $47,503,907 in the previous year, as may be seen by the following tabulation:

	FY 1987	FY 1986
Teachers	$25,935,285	$23,291,990
State Employees	16,261,554	15,417,939
Participating Local Districts	9,135,847	8,793,978
Total	$51,332,686	$47,503,907

Retirements processed during the last fiscal year totalled 1308, representing 447 teachers. 490 state employees and 371 participating local district employees. This represents an increase of 261 retirement authorizations as compared with the previous year. As of June 30, 1987, there were 20,298 persons on the retirement payroll which amounted to $11,222,658. There were 7,806 teachers, 7,507 state employees and 4,372 employees retired from participating local districts, 599 disability recipients, and 14 beneficiaries receiving accidental death benefits on the June 1987 payroll.

Retired persons and their beneficiaries were paid retirement allowances of $133,329,267 during the year, an increase of $7,958,134 over benefits paid during the previous year. The increase was largely due to the addition of new retirees and the cost-of-living increase paid in September 1986. The cost-of-living increase was 3.7%. This cost-of-living increase was paid to all state employees, teachers and employees of those participating districts that accepted this cost-of-living benefit.

Survivor benefit allowances are paid to survivors (spouse-children-parents) of former members of the System, whose deaths occurred prior to retirement. Total survivor benefits paid to beneficiaries under this program were $2,231,083 during the year.

Administrative expenses for the fiscal year were $2,028,541.

The retired state employee health insurance premiums totalled $2,904,785 during the fiscal year as compared to $2,872,727 during the previous year. This is an increase of 5 per cent.

During the past fiscal year staff members of the System met with numerous groups including public school teachers, state employees and employees of participating local districts (active and retired) to review and explain the System's benefit provisions with respect to retirement, survivor benefits, disability retirement and group life insurance.

RETIREMENT AND SURVIVOR PAYMENTS

Fiscal Year Ending June 30	*Retirement Payments*	*Survivor Benefit Payments*
1987	$133,329,267	$2,231,083
1986	$125,371,133	$2,034,197
1985	$116,707,875	$1,955,484
1984	$108,349,618	$1,955,484
1983	$ 99,371,049	$1,914,680
1982	$ 90,499,330	$1,656,799

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FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	981,887					981,887
Health Benefits	65,033					65,033
Retirement	171,103					171,103
Other Fringe Benefits	3,938					3,938
Computer Services—Comm.	10,620					10,620
Computer Services—State	481,420					481,420
Other Contractual Service	3,427,009					3,427,009
Rents	27,686					27,686
Commodities	82,476					82,476
Grants—Subsidies—Pensions	98,947,601					98,947,601
Interest—Debt Retirement	23,269,522					23,269,522
Transfers to Other Funds	81,638,799	582,365				81,056,434
TOTAL EXPENDITURES	209,107,094	582,365				208,524,729

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SACO RIVER CORRIDOR COMMISSION

MARGARET M. ROY, EXECUTIVE DIRECTOR

Central Office: Main Street, Cornish, Maine *Telephone:* 625-8123
Mail Address: Box 283, Cornish, Maine 04020
Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1995
Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 412; *Citation:* 38 M.R.S.A., Sect. 954
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The purpose of the Saco River Corridor Commission is best described by the Act which created both the Commission and the Saco River Corridor. "An Act to Establish the Saco River Corridor" states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of flood and drought, to limit the loss of life and damage to property from periodic floods; to preserve the scenic, rural and unspoiled character of the lands adjacent to these rivers; to prevent obstructions to navigation; to prevent overcrowding; to avoid the mixture of incompatible uses; to protect those areas of exceptional scenic, historic, archaeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of land and water within this area." The Corridor area, totalling approximately 300 miles of river front, includes the Saco River from Saco Bay to the New Hampshire border, the Ossipee River from its confluence with the Saco River to the New Hampshire border, and the Little Ossipee River from its confluence with the Saco River to the New Hampshire border at Balch Pond.

The Saco River Corridor Commission is, then, essentially a regionally administered regulatory agency responsible for enforcing the land use provisions of the Saco River Corridor Act. It is a function of this Commission to review applications for permits and variances filed under the provisions of this Act and to ensure the continuing land and water quality of the Saco River Corridor.

ORGANIZATION: The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, with a staff (presently consisting of an Executive Director and a part-time secretary/bookkeeper) which provides support services to the Commission, to applicants, and to various municipal officials concerned with the Saco River Corridor Act, with the river, or with other state-related matters.

PROGRAM: In order to promote orderly growth within the Corridor, the "Saco River Corridor Act" established a permit procedure for development activities within the statutorily defined corridor. The Commission staff provides assistance to applicants both in working out a reasonable and acceptable site plan and in completing the necessary permit application form. During this fiscal year, the Commission conducted 23 public hearings and considered 118 applications for permits or variances. The Commission also considered 20 amendments to permits or variances previously granted and held one hearing to reconsider a decision denying a permit. In addition, the Commission also held a hearing and deliberated on a petition to redistrict an undeveloped parcel of land from Resource Protection to a Limited Residential District within the City of Biddeford. In part because of evidence of historic flooding of this land, the Commission decided the property was better suited for its current Resource Protection District designation. This year's extensive Spring flooding on the Saco River added dramatic support to the Commission's decision in that matter. During the past year, Commission staff conducted 96 site investigations and travelled a total of 2,265 miles on Commission business.

The figures cited above, reflect the continuing surge of development activities within the corridor. The development proposals reviewed by the Commission in the past year continue

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to reflect a diversity of uses for the river and its adjacent lands, and the Commission's discussions and decisions regarding various applications are, in part, a reflection of a major purpose of the Saco River Corridor Act: the assurance that diversity of use is balanced by the avoidance of the mixture of incompatible uses.

This year, the Commission, after public hearing, amended its Performance Standards for Multi-Unit Residential Dwellings. The amended standards redefine the term "multi-unit residential dwelling" to include such uses as condominiums and cluster housing and also provide additional development standards to assure preservation of open space. The Commission also adopted a new schedule of fees after public hearing in order to bring application and other fees in line with processing costs.

Of continuing concern to the Commission and its staff is its ability to administer the Saco River Corridor Act efficiently and to maintain high standards in its public service efforts. The Commission staff continues to assist valley citizens and municipal officials in matters relating to state laws and regulations. Because the Commission office is located in a rural community, and because the community and its neighbors are without professional town managers and other full-time local government officials, the Commission staff is often sought by the area citizens to provide direction or advice concerning environmental laws and regulations.

In summary, the Commission's first responsibility continues to be protection of the river for the people of the State of Maine through the regulatory program outlined by the statute. This program continues to be maintained in a manner in which Corridor property owners and municipal officials take a leadership position in promoting sound land use practices.

LICENSES, PERMITS, ETC.

Permits:

- Building — within the statutorily defined corridor
- Filling — within the statutorily defined corridor
- Excavating — within the statutorily defined corridor

PUBLICATIONS:

1. Copies of "An Act to Establish the Saco River Corridor" ($5.00).
2. *The Saco River Corridor: The View From the Valley* — the original plan explaining the background and development of the Corridor concept and containing the proposal which resulted in the Saco River Corridor Act. Although this document is out of print, it can be reproduced upon request at a cost of $6.00.
3. Informational pamphlet (free).

FINANCES, FISCAL YEAR 1987: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries, Wages & Benefits	$21,068.98	$10,000.00				$11,068.98
Rent	3,300.00					3,300.00
Operating Expenses	4,834.55					4,834.55
Utilities	400.22					400.22
Contractual Services	2,966.56					2,966.56
TOTAL EXPENDITURES	$32,570.31	$10,000.00				$22,570.31

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COMMISSION ON SAFETY IN THE MAINE WORKPLACE

CHARLES WEEKS, CHAIR
JOHN FITZSIMMONS, VICE CHAIR

Central Office: State Office Bldg., Augusta *Telephone:* 289-4291
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333
Established: July 1, 1985 *Sunset Review Required by:* None Established
Reference: Policy Area: 04; *Umbrella:* 92; *Unit:* 489; *Citation:* 39 M.R.S.A., Subsec. 194B
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission on Safety in the Maine Workplace was created by 1985 Public Law, Chapter 372, to consist of knowledgeable citizens who will examine safety attitudes, programs and procedures in Maine's workplaces; and identify initiatives to reduce the frequency, severity and cost of work-related accidents and illnesses; and to promote and improve best-practice safety programs.

ORGANIZATION: The Commission consists of thirteen members, three with expertise and professional qualifications in the field of occupational safety and health, three representatives of employers, three representatives of employees, and three at large members, all knowledgeable in the area of workplace safety, and the Commissioner of the Department of Labor.

PROGRAM: The Commission is charged with making recommendations to the Legislature, the Governor, educators, the safety profession, employers and workers which will reduce the frequency, severity and costs of work-related accidents and illnesses and which will enhance, promote and improve safety in Maine's workplaces. The Commission also was established to make recommendations on a continuing basis for actions that will improve employer, worker and public attitudes toward safety in the workplace and that will create a continuing public-private, employer-employee partnership in the area of job safety.

The Commission met on a monthly basis during this fiscal year. In early June a report was submitted to the 113th Legislature containing recommendations for improvements with regard to safety and health within the work place. During the next fiscal year the members plan to meet monthly and continue to gather information from experts in the field of safety and health.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards, Department of Labor.

MAINE SARDINE COUNCIL

JEFFREY H. KAELIN, EXECUTIVE DIRECTOR

Central Office: 470 North Main Street, Brewer *Telephone:* 989-2180
Mail Address: P.O. Box 337, Brewer, Maine 04412
Established: 1951 *Sunset Termination Scheduled to Start by:* June 30, 1995
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 414; *Citation:* 36 M.R.S.A., Sect. 4693
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Maine Sardine Council was established to promote, develop and stabilize the Maine sardine industry. Its primary responsibilities are to foster and promote better methods of production, packing, merchandising and advertising in the industry through publicity, sales promotion, quality control, export market expansion, market and technical research and development, cooperation and joint projects with state and federal agencies and national and international trade and service organizations, plus other related activities; and to staff and maintain headquarters, purchase necessary supplies and equipment, and employ contractors for various services as deemed prudent. Rather than employ a sizable staff, it has been the policy of the Council to engage high-level contractors for all but routine activities.

ORGANIZATION: In 1951, Maine sardine packers asked the Legislature to tax them at the rate of 25 cents a standard case to provide the industry, made up mostly of small firms, with much needed marketing and quality control services that could be financed only on a cooperative basis. The Maine Sardine Council, made up of seven active packers appointed by the Commissioner of Sea and Shore Fisheries (now Commissioner of Marine Resources) to serve five-year terms, was then established. The Council was charged with responsibility for administering the various industry development programs and allocating tax funds in conformance with general State fiscal and contractual regulations. An office was established in Augusta, and in 1955, the Council was expanded to include a rented Quality Control and Research Laboratory at Bangor. In 1958, the purchase of a building in Brewer to house this activity was implemented. In 1976, the Council office was consolidated with the Quality Control and Research Laboratory building at Brewer, Maine. At the request of the industry, the tax was increased to 30 cents per case in 1981 to help make up part of the budgetary shortfall that was a result of the low volume of sardine production in 1980. Because only six companies are currently packing sardines in Maine, the 113th Legislature agreed to legislation that reduces the number of packers making up the Council to no fewer than five. In 1987, there were six Council members and alternates may now be appointed to make it easier for the Council to establish a quorum at their business meetings. All funds derived from the sardine tax are collected by the State Tax Assessor and earmarked for Council programs. Unexpended balances are carried over from year to year.

PROGRAM: Most of the activities of the Maine Sardine Council were pursued during FY 87 with varying degrees of emphasis as requirements and funds would permit. Since 1960 the industry has been faced with a declining supply of fish for canning and, therefore, tax income has decreased accordingly. Long-term planning has been most difficult due to the continuous uncertainty of fish supply and income. Where the Sardine Council's tax income prior to 1961 averaged from $500,000 to $600,000 a year, presently it can be projected to a maximum of approximately $300,000 barring an unexpected, but much needed and hoped for, improvement in the fish supply. Major items of expense include the financing of the Quality Control and Research Laboratory at Brewer and the development of programs to meet State and Federal requirements for pollution control, plant sanitation and safety, and the U.S. Food and Drug Administration's food inspection and labeling regulations. Recent Congressional interest in the establishment of a National Seafood Inspection Program and the negotiation of a U.S./Canada Free Trade Agreement also demanded the attention of Council staff during fiscal year 1987. In recent years, formerly active consumer and market research and advertising programs have been curtailed. During fiscal year 1987, however, the Council developed a new quality promotion campaign, producing new promotional material for the first time in several years. Council staff also began to participate in food trade shows again during fiscal year 1987.

SARDINE

Fisheries Conservation and Management: Since the enactment of the Fisheries Conservation and Management Act in 1977, much staff time has been devoted to representing the Maine Sardine Industry at the New England Fisheries Management Council meetings and the Herring Oversight Committee meetings. In recent years, more emphasis has been placed on the New England coastal states' management of the herring resource inasmuch as most of the herring processed today is caught in waters under state control. During fiscal year 1987 the Maine and Canadian sardine industries established the U.S./Canada Sardine Industry Working Group whose goal is to better understand and manage the transboundary herring stocks from which both countries, the State of Maine, and the Provinces of New Brunswick realize significant economic benefits.

Sardine Industry Production: During the 1986 season, ending January 1, 1987, the Industry saw its production of sardines decrease to 666,000 cases from the 855,000 cases packed in 1985. Steaks, kippers, and other canned herring production during 1986 increased, however, from the 128,000 cases packed in 1985 to 286,000 cases packed during 1986. A conservative estimate of the wholesale value of the Maine Sardine Industry's production approached $40 million during the 1986 season, making the Maine Sardine Industry one of the most significant value-added industries in the State.

LICENSES, PERMITS, ETC.:

Maine law empowers the Maine Sardine Council to develop regulations governing the use of a State of Maine trademark when used in the processing and sale of Maine Sardines. During Fiscal Year 1987, the Council adopted a quality seal which it intends to register as a trademark of the industry both in the State and nationally.

PUBLICATIONS:

Comic Book "Ricky and Debbie in Sardineland" free
"Maine Sardine Recipes" free

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SARDINE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	105,928		105,928			
Health Benefits	5,139		5,139			
Retirement	18,970		18,970			
Other Fringe Benefits	430		430			
Computer Services—State	20		20			
Other Contractual Service	52,715		52,715			
Rents	3,046		3,046			
Commodities	3,345		3,345			
Buildings and Improvement	7,269		7,269			
Transfers to Other Funds	7,766		7,766			
TOTAL EXPENDITURES	204,628		204,628			

MAINE SCHOOL BUILDING AUTHORITY

EVE M. BITHER, CHAIRMAN
LINDA L. SAWYER, Secretary-Treasurer

Central Office: Education Bldg., Augusta *Telephone:* 289-5902
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: August 20, 1951 *Sunset Review Required by:* Not Established
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 078; *Citation:* 20A M.R.S.A., Sect. 15704
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine School Building Authority was created in recognition of the fact that general diffusion of the advantages of education is essential to preservation of the rights and liberties of the people; and, to aid in the provision of public school buildings in the State.

The Maine School Building Authority is authorized and empowered to construct, acquire, alter or improve public school buildings and to issue revenue bonds of the authority payable from rentals and finance such buildings; and when paid for by rentals to convey them to the lessee towns or other administrative units.

ORGANIZATION: The Authority, established in 1951, consists of the nine members of the State Board of Education and the Commissioner of Educational and Cultural Services. A Secretary-Treasurer is elected by the membership from the Department of Educational and Cultural Services, School Construction Division, to carry out the matters pertaining to Authority business.

The recording secretary is the Commissioner of Education's secretary.

PROGRAM: Construction on the last active project financed through the Maine School Building Authority (MSBA) was completed during FY 76. Activities of the MSBA during this fiscal year have included on-site inspections of all MSBA project school buildings for which the MSBA still holds title; billing local lessees for annual payments and insurance premiums; working with the Maine National Bank in Portland in developing improved fiscal procedures; and making provisions to transfer deeds back to local units that have retired their indebtedness.

It is anticipated that there will be no further use made of the MSBA by local units because of the recent legislation providing for more liberal local debt limits, the current method of state reimbursement for construction, and the additional costs associated with an MSBA loan (capitalized interest). In consideration of this fact, activities for the current year will parallel those of FY 87 as outlined above.

Although this is an annual report for FY 87, a review of past years' activities can give an added perspective to the reader. Since its inception in 1951 seventy-two projects have been finished in whole or in part with Authority bonds, namely:

57 elementary schools
5 additions to elementary schools
9 high schools
2 junior high schools
4 lessees have financed additions with the aid of the Authority.
26 lessees have constructed additions to projects with local funds.
1 lessee converted an elementary school to a high school.

Financial Aspects During the Years

Total bonds issued for construction	$17,220,000.00
Local funds appropriated for construction	3,210,576.12
State grants for construction (8 projects)	136,500.00
State Construction Aid (Estimated)	3,899,525.41
Federal funds for construction (2 projects)	294,444.03
Accrued interest on bonds sold	230,868.23

Interest earned on all construction fund investments	740,791.68
Refunds	3,628.93
Total cost of all projects (Estimated)	23,002,908.00
Balances credited to accounts	127,535.99

From January 1, 1985 through January 1, 1986 the Maine School Building Authority is making the following financial report relative to its bonds:

Debt Outstanding at Beginning of Period	$3,671,000.00
Bonds Issued During 12 Month Period	None
Bonds Retired During 12 Month Period	$ 481,000.00
Outstanding Bonds at End of Period	$3,190,000.00

For greater detail see the Maine School Building Authority Annual Report of the Secretary-Treasurer January 1, 1987.

PUBLICATIONS:

Maine School Building Authority School Facilities Progress (1963 Publication).

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

DEPARTMENT OF THE SECRETARY OF STATE

RODNEY S. QUINN, SECRETARY OF STATE

Central Office: Nash School, Augusta; *Floor:* 2 *Telephone:* 289-1090
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1820 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250; *Citation:* 5 M.R.S.A., Sect. 81

Average Count—All Positions: 333 *Legislative Count:* 371

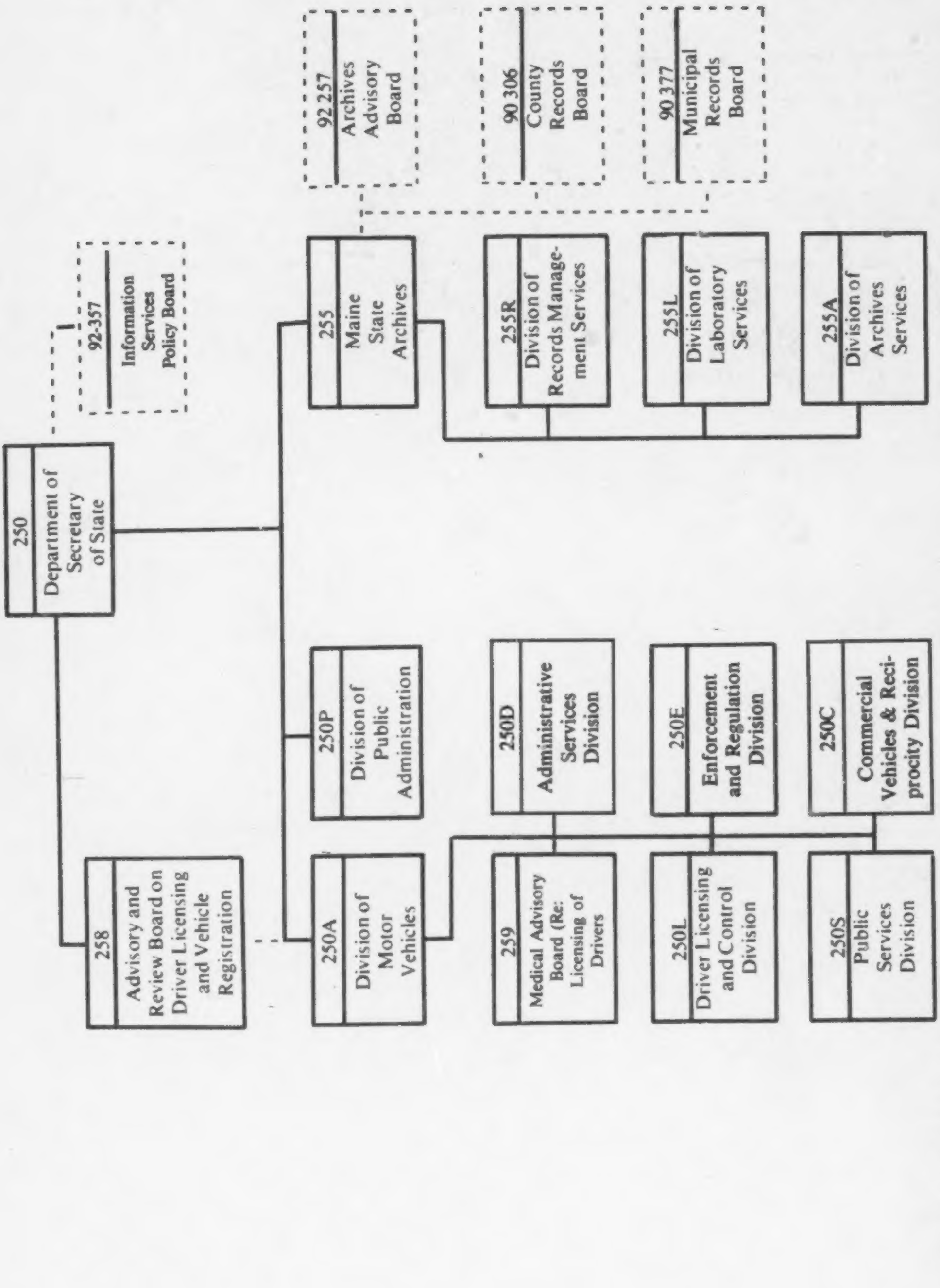
Organizational Units:

- Public Administration Division
- Administration Bureau
- Administrative Procedures Office
- Commissions and Pardons Bureau
- Corporation Bureau
- Elections Bureau
- Public Disclosure Bureau
- UCC Bureau
- Maine State Archives
  - Archives Advisory Board
- Motor Vehicle Division
  - Advisory and Review Board
  - Medical Advisory Committee

PURPOSE: A constitutional officer, the Secretary of State serves as executive head of the Department of the Secretary of State, and is authorized to keep his office at the seat of government, have the custody of the state seal and preserve all records in such office at the expense of the State; to keep and preserve the records of all the official acts and proceedings of the Governor, Senate and House of Representatives, and, when required, lay the same before either branch of the Legislature, and perform such other duties as are enjoined by the Constitution or required by law. The Secretary of State attends the Governor, Senate, and House of Representatives as they shall respectively require; appoints all notaries public and provides written notice of expiration of commissions to notaries public and justices of the peace, renews commissions for both of these offices, files notice of their qualification and notifies registers of probate and clerks of judicial courts where the officer resides of appointment and qualification; prepares commissions for appointees and certificates of election to office for presentation to the Governor under the seal of the State; distributes printed information, instructions, ballots and blanks for all election returns required by law to clerks of the several towns; files articles of incorporation; files UCC transactions and performs other receiving, filing and recording functions for which legal fees may be collected; registers lobbyists; files rules adopted pursuant to the Administrative Procedures Act; annually registers motor vehicles and issues licenses for operators thereof; issues certificates of title, license new and used car dealers; and generally supervises the Department's subdivisions as required by statute and recommends to the Legislature such changes as may be required to modernize and improve the functions and services rendered by the Department.

ORGANIZATION: The Secretary of State, as established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. In 1862, certificates of incorporation were required to be deposited with the Secretary of State, leading to the formation of a Corporation Division in 1870. The Elections Bureau originated in 1891 when the Secretary of State became responsible for printing and distributing ballots to towns, providing returns and performing other duties relating to elections. The Motor Vehicle Division was established in 1905 to provide for the registration of motor vehicles by the Secretary of State. In 1919 registration of legislative counsel and employers became a function of the Secretary of State. In 1963, the State adopted the Uniform Commercial Code to be administered by the Secretary of State, becoming a function of the Corporation Bureau. Also in 1963, the Department of the Secretary of State was first recognized under law, with the Secretary of State designated as its executive head. The Maine State Archives, created in 1965 and administered by the State Archivist, was made a bureau of the Department in 1973. The Administrative Procedures Act became effective July 1, 1978.

ORGANIZATIONAL CHART
DEPARTMENT OF SECRETARY OF STATE
UMB 29


250
Department of Secretary of State
92-357
Information Services Policy Board
258
Advisory and Review Board on Driver Licensing and Vehicle Registration
250A
Division of Motor Vehicles
250P
Division of Public Administration
255
Maine State Archives
92 257
Archives Advisory Board
90 306
County Records Board
90 377
Municipal Records Board
255R
Division of Records Management Services
255L
Division of Laboratory Services
255A
Division of Archives Services
259
Medical Advisory Board (Re: Licensing of Drivers
250D
Administrative Services Division
250L
Driver Licensing and Control Division
250E
Enforcement and Regulation Division
250S
Public Services Division
250C
Commercial Vehicles & Reciprocity Division

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
DEPARTMENT OF THE SECRETARY OF STATE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,450,775	878,950	7,339	5,564,486		
Health Benefits	406,751	50,796	979	354,976		
Retirement	1,106,371	152,673	950	952,748		
Other Fringe Benefits	40,311	3,402	243	36,666		
Computer Services—State	652,358	144,638		507,720		
Other Contractual Service	1,413,044	162,394	757	1,249,893		
Rents	168,654			168,654		
Commodities	2,373,997	177,997	466	2,195,534		
Grants—Subsidies—Pensions	82,657	2,216	500	79,941		
Buildings and Improvement	6,185		6,185			
Equipment	318,487	35,072	18,559	264,856		
Interest—Debt Retirement	604	481		123		
Transfers to Other Funds	450,480		941	449,539		
TOTAL EXPENDITURES	13,470,674	1,608,619	36,919	11,825,136		

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Division of Public Administration.

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

JOHN H. WENTWORTH, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2761
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1943 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250D; *Citation:* 29 M.R.S.A., Sect. 51

Average Count—All Positions: 83 *Legislative Count:* 90

PURPOSE: The Administrative Services Division provides those services that are supportive to the other organizational elements of the Motor Vehicle Division. Included therein are financial support activity; payroll; personnel; data processing; central files; micro-filming; central stores and mail handling.

ORGANIZATION: The Administrative Services Division evolved from the Finance and Administrative Bureau which had the responsibility for all of the Support Activities with the exception of Data Processing. Data Processing came within the organizational framework in 1976.

PROGRAM: The primary function and activities of the Administrative Services Division of supporting service were continued during the past year and highlighted by the preparation for a $1.6 million New Plate issue effective July 1, 1987.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

MAINE STATE ARCHIVES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255; *Citation:* 5 M.R.S.A., Sect. 94
Average Count—All Positions: 18 *Legislative Count:* 18

Organizational Units:
- Office of the State Archivist
- Division of Archives Services
- Division of Laboratory Services
- Division of Records Management Services
- Archives Advisory Board
- Advisory Committee on Judicial Records
- County Records Board
- Municipal Records Board

PURPOSE: The powers and duties of the State Archivist include responsibility for establishing rules, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government and county and municipal government agencies in making their operations more efficient and economical through the application of modern records management techniques, including the establishment of disposition schedules under which agencies may systematically destroy records having no permanent value to the State; providing technical assistance in a variety of specialized fields such as files, forms, general paperwork procedures and office equipment management; and providing centralized storage and retrieval facilities for records that must be temporarily retained, but which need not be maintained in high-cost office space.

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized methodology and techniques designed to make such records readily accessible for use by the government and public. These in turn include the identification and arrangement of records; the development of finding aids in the form of inventories, indexes and guides to specific record groups or series; direct reference assistance to in-person users or in response to mail requests; publication by microfilm or printing of selected records having a high public demand.

The Maine State Archives provides centralized photoduplication and paper preservatio services for State records. The Photoduplication Laboratory, in cooperation with the Divisi of Records Management Services, audits State microform and other photographic applications for feasibility and economy; and serves as a standards laboratory to ensure that all State filming of records meets standards of quality established by Maine State Archives rules. The Restoration Laboratory is responsible for decontaminating, humidifying, deacidifying, repairing and laminating records on a selective basis. Both laboratories provide professional technical assistance to local government agencies.

ORGANIZATION: The Maine State Archives was created in 1965. The agency was designated as a central staff agency by the Legislature in 1973 and its jurisdication extended to the counties and municipalities. By order of the Supreme Judicial Court, the Advisory Committee on Judicial Records was established in 1975 to exercise general direction over the implementation of program services to the Courts similar to those provided to the Executive Branch. Joint Order, 107th Legislature, 1975 directed the Legislative Council to exercise like supervision over the establishment of a comprehensive records program for the Legislative Branch.

The Maine State Archives is comprised of three operating Divisions: the Division of Records Management Services, the Division of Archives Services, and the Division of Laboratory Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibility, and exercise general control over publications, and agency participation in intergovernmental and public activities.

The Archives Advisory Board, the County Records Board and the Municipal Records Board are, together with the State Archivist, solely responsible for authorizing the destruction of government records in their respective jurisdictions.

PROGRAM: Continuing efforts were made to strengthen and improve services to meet the needs of the general public whose use of the agency's facilities has increased dramatically. The staff has conducted workshops and seminars to assist beginning researchers as well as more advanced users; and the agency has cooperated with both national and local organizations who are interested in the preservation of the State's documentary heritage.

Publications in Progress. Research was continued in preparation for the publication of *The Journal of Joseph Treat: A Trip on the Penobscot, Allagash and St. John Rivers, 1820.* Other publications being developed include a pamphlet describing the growth and development of Vital Records registration in the State of Maine in cooperation with the Office of Vital Records, and the fourth volume of *Archives of the Legislature of Maine: Legislative Index Series 1836-1840.*

Professional Development Activities. The Maine State Archives participates in several professional associations, including the Association for Information and Image Management, the International Council on Archives, the Association of Records Managers and Administrators, and the Society of American Archivists.

Other Public Services. While the Maine State Archives must necessarily concentrate its program services in the field of government records preservation and management, the agency actively supports and participates in the activities of the Maine League of Historical Societies and Museums. Technical assistance was provided to several member societies of the League, and several staff members have voluntarily donated time to assist the League in the furtherance of its objectives.

LICENSES, PERMITS, ETC.

The State Archivist, with the Archives Advisory Board is solely responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2. 1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22. 1073).

PUBLICATIONS:

Informational brochures describing record holdings related to general public interest, including military history, family history, local history, public lands, Judicial and Legislative records. Free.

Reference Publications:

Documentary Conservation: Guidelines for Restoration-Preservation of Documentary Papers, Maps, Books. $1.00
Counties, Cities, Towns and Plantations of Maine — A Handbook of Incorporations, Dissolutions and Boundary Changes. $5.00
Lands and Forests: Maine and the Nation — A Select Bibliography. $1.00
Public Record Repositories in Maine. $5.25
Microfilm List — Maine Town and Census Records. $1.00
Archives of The Legislature of Maine: Legislative Index Series 1820-1825; 1826-1830; 1831-1835. $5.25 each
The Inaugural Addresses of the Governors of Maine, Volume I 1820-1862. (To be published)

Documentary Publications:

Dubros Times: Selected Depositions of Maine Revolutionary War Veterans. $3.00.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE ARCHIVES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	357,122	357,122				
Health Benefits	18,385	18,385				
Retirement	60,628	60,628				
Other Fringe Benefits	1,195	1,195				
Other Contractual Service	27,685	27,685				
Commodities	18,205	18,205				
Grants—Subsidies—Pensions	2,716	2,216	500			
Buildings and Improvement	6,185		6,185			
Equipment	22,900	4,341	18,559			
TOTAL EXPENDITURES	515,021	489,777	25,244			

DIVISION OF ARCHIVES SERVICES

SYLVIA J. SHERMAN, DIRECTOR

Central Office: Cultural Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255A; *Citation:* 5 M.R.S.A., Sect. 95

PURPOSE: The Division of Archives Services is established under the authority of the State Archivist to preserve, maintain, service and make available to the government and the public the permanently valuable records of the State.

ORGANIZATION: The Division became fully operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM: The long-planned conversion of informational data relating to the agency's extensive map holdings to a computerized indexing system continued in FY 1987. Researchers now have access to maps in a variety of subject or topical entries: by surveyor, by township, county or general region; by special geographical or topographical identifications; and by other specialized features that are contained in the maps. Supportive information for the fourth volume of the publication *Archives of the Maine Legislature: 1836-1840* was also generated by computer. Other computer-facilitated projects include an index to the papers of the Executive Council, 1820-1825; an index to the papers of the Secretary of State, 1820-1825; and an index to early York County Court Records.

Efforts continued to streamline day-to-day reference services in order that senior professionals in the Division could concentrate on the projects described above without disrupting the quality of service to the public.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

COMMERCIAL VEHICLES AND RECIPROCITY DIVISION

DIVISION CHIEF
CHESTER MESERVEY, Branch Chief

Central Office: Transportation Bldg., Augusta *Telephone:* 289-5440
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250C; *Citation:* 29 M.R.S.A., Sect. 51A
Average Count—All Positions: 13 *Legislative Count:* 15

PURPOSE: The purpose of the Commercial Vehicles and Reciprocity Division is to administer the Motor Vehicle laws of this State pertaining to Commercial Vehicles, including registration requirements, Fuel Use Identification Decals, the Regional Fuel Tax Agreement with the States of New Hampshire and Vermont, Commodity Permits, Short-term Gross Weight Increase Permits, Reciprocal Taxation, long-term trailers, establish and maintain reciprocity agreements between Maine and other jurisdictions, and administer the Federal Heavy Vehicle Use Tax Program and establish the Commercial Vehicle Safety Act of 1986.

ORGANIZATION: The Commercial Vehicles and Reciprocity Division was established in 1984 as a result of the increased responsibility and requirements relating to the operation of commercial vehicles in Maine. The Division is organized to include: registration of commercial vehicles; issuance of commodity permits, booster permits, increased gross weight permits, duplicates and replacements; Fuel Use Identification Decal program; Regional Fuel Tax Agreement with the States of Maine, New Hampshire and Vermont; Long-term trailer program; the Reciprocal Taxation program for third structure taxes levied by thirteen states, and administer the Federal Heavy Vehicle Use Tax Program and establish the Commercial Vehicle Safety Act of 1986.

PROGRAM: The State of Maine entered the Regional Fuel Tax Agreement along with the States of New Hampshire and Vermont. Maine and Vermont implemented the Agreement commencing with the 1985 issue year, with New Hampshire in 1986. Maine presently has 1,700 companies as members of the Agreement with approximately 40,000 New Hampshire and 22,000 Vermont decals issued under the terms of the Regional Fuel Tax Agreement for 1986.

A feasibility study assessing the impact of Maine joining the International Registration Plan was completed in June, 1985. The International Registration Plan is a registration reciprocity agreement for commercial vehicles involving interstate and intrastate operations. Legislation was enacted in 1986 allowing Maine to apply for membership with a 1990 effective date.

Effective October 1985, Federal law and regulations required all States to receive "proof of payment" of the Federal Heavy Vehicle Use Tax for vehicles 55,000 lbs and greater. Emergency legislation enacted January 1986, allows Maine to implement this program in accordance with Federal regulations. There are approximately 5000 vehicles in the category for which proof of payment must be submitted to the Division of Motor Vehicles.

The Commercial Vehicle Division continues to issue Commodity Permits and Special Gross Weight Increase Permits. The Legislature authorized the issuance of a Special Commercial Weight Registration Certificate for vehicles with over-limit permits.

LICENSES, PERMITS, ETC.

The Commercial Vehicle Division continues to issue Commodity Permits, and Special Gross Weight Increase Permits. The Legislature authorized the issuance of a Special Commercial Weight Registration Certificate for vehicles with over-limit permits.

Fuel Use Identification Decals
Regional Fuel Tax Agreement Decals (Maine, New Hampshire & Vermont)
Long-term Trailer Registrations
Special Commodity Permits
Short-term Gross Weight Increase Permits
Special Increase Gross Weight Permits
Special Commercial Weight Registration Certificates

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Division of Motor Vehicles.

DRIVER LICENSING AND CONTROL DIVISION

GEORGE STORER, DIRECTOR
SHIRLEY HARVEY, BRANCH CHIEF
ROBERT O'CONNELL, JR., CHIEF HEARING EXAMINER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2398
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1920 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250L; *Citation:* 29 M.R.S.A., Sect. 530
Average Count—All Positions: 54 *Legislative Count:* 59

PURPOSE: The Division of Driver Licensing and Control was established with an ultimate objective of assuring the safety of the licensee and other users of the highways through improved attitudes and driving performance. This objective is accomplished through effective administration of the laws pertaining to the operation of motor vehicles; through records of convictions or adjudications as transmitted from the courts; through traffic accident records; by identifying those drivers who are habitually reckless or negligent and habitual or frequent violators of traffic laws and/or accident involvement. Adminstrative hearings are conducted on violations of the motor vehicle laws to determine if the individual's privilege to operate and/or register motor vehicles should be suspended, revoked, withheld or reinstated and whether an individual involved in traffic accidents should be responsible under the Financial Responsibility Law and be required to carry liability insurance.

ORGANIZATION: The Division of Driver Licensing and Control was established as a result of reorganization within the Division of Motor Vehicles. It originated as the Court Records Section in the early 1920's, and remained such until 1970 when it was formed into a Bureau of Driver Improvement and Financial Responsibility. In 1976 the Bureau of Driver Examination was merged with Driver Improvement and Financial Responsibility, creating the Bureau of Driver Licensing and Control. In 1978 the Bureau of Driver Licensing and Control was formed into a Division.

PROGRAM: The primary functions and activities of the Driver Licensing and Control Division were processing abstracts of convictions or adjudications of violations of the Motor Vehicle Laws as transmitted from the District or Superior Courts, applying those convictions or adjudications to driver history records; case review of individual driver records for appropriate administrative action against repeat violators under the point system or suspending the license or registration as mandated by law; reviewing individual reports of traffic accidents and invoking the provisions of the Financial Responsibility Law against uninsured motorists involved; suspension of licenses based on administrative determination that a person operated a motor vehicle with an excessive blood-alcohol level or was under the legal drinking age and was operating a motor vehicle with a blood-alcohol level of .02% or more; conducting administrative hearings as requested by the individual to whom license suspension action was taken either by reason of convictions or uninsured accidents. Hearings were also conducted for those persons suspended under the Implied Consent Law for refusal to submit to a chemical test after arrest for operating under the influence of intoxicating liquor and for those suspended administratively under the drunk driving or teenage drinking and driving laws.

PUBLICATIONS:
- Rules & Regulations: No Fee
- The Maine Point System
- Rules for Hearings

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

ENFORCEMENT AND REGULATION DIVISION

WILLIAM DOWLING, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-5409
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250E; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 65 *Legislative Count:* 71

PURPOSE: The Enforcement and Regulation Division is established to provide services in the areas of Title and Anti-Theft, Auto Theft, Dealer Licensing, Salvage Yard Licensing, Driver Licensing and the enforcement of dealer, title and license fraud violations on a state-wide basis. Such operations include making possible only the safest drivers to be licensed, issue titles to vehicles upon proper ownership requirements and to perform investigations and enforce laws in areas responsible to the Secretary of State.

ORGANIZATION: The Enforcement and Regulation Division was established by the reorganization of Examinations and Enforcement in FY 1983. This reorganization was required because of the additional functions of Title and Anti-Theft and Salvage Yard licensing requirements. The entire Division function is related to regulation and enforcement of several areas under the jurisdiction of the Secretary of State established by law.

The Enforcement and Regulation Division has four major functions. These functions include Dealer Licensing, Title and Anti-Theft, Salvage Yard Licensing and Enforcement and Investigations. During FY 82, Title and Anti-Theft was added to this Division because of the close relationship between dealer licensing and the titling of motor vehicles. This allows the Secretary of State to have better control over the aspects of dealer licensing and title and anti-theft. These four functions made up both a substantial administration as well as a moderate number of field personnel.

PROGRAM: In the area of dealer licensing, many changes have taken place, both administratively and legislatively. Dealer information is automatically updated on our computer system which allows ready access to enforcement people and administrative personnel. Motor Vehicle investigators in 1978 were given limited enforcement powers to ensure that dealer and titling laws are being complied with. Since that time their enforcement authority has broadened to include enforcement powers in most areas responsible to the Secretary.

LICENSES, PERMITS, ETC.:
- Licenses:
  - New and used car dealer
  - Equipment dealer
  - Motorcycle dealer
  - Boat or snowmobile trailer dealer
  - Loaner
  - Transporter
  - Bus operation

Permits:
  Permit for dealer to operate loaded vehicles
  Vehicle titles

PUBLICATIONS:
  Motor Vehicle Laws Title (29) — no fee
  Rules and Regulations — no fee
  Title Manual
  Title Information Pamphlet (Title and Anti-Theft Section)

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

DIVISION OF LABORATORY SERVICES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST

Central Office: Cultural Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255L; *Citation:* 5 M.R.S.A., Sect. 93

PURPOSE: The Division of Laboratory Services is established under the authority of the State Archivist to provide centralized photoduplication services and furnish copies of archival material (Photoduplication Laboratory); and provide records preservation and restoration services to ensure the physical protection and survival of the permanently valuable records of the State (Restoration Laboratory).

ORGANIZATION: The Photoduplication Laboratory became operational when construction of the Maine State Archives facility was completed in 1971; the Restoration Laboratory began operations in 1972 upon installation of fundamental equipment.

PROGRAM: The Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies, as well as direct service to the public at an established fee rate.

The Photoduplication Laboratory tested and accepted for storage security microfilm from county and municipal government units, and performed a variety of tests, feasibility studies and other technical assistance for other government agencies.

The Photoduplication Laboratory continued a weekly series of workshops focusing on the history of photography. Available to the general public as well as to small historical societies and institutions having limited technological facilities; these workshops emphasized the care of photographic materials and encouraged local and community awareness of Maine's photographic heritage. Participants learned to distinguish between the various examples of early photographic methods that they might find in their collections; and were introduced to some of the basic principles of archival preservation of photographic resources.

The Restoration Laboratory continued a priority restoration project on some 5,000 unique maps and plans of the Maine Land Office, which is expected to be the major effort of the laboratory in the immediate future, in addition to supportive technical assistance as required by the other operating divisions.

The Restoration Laboratory conducted workshops in document restoration and repair for county and municipal offices and non-profit organizations around the State. Those working for Maine Municipal Association accreditation as Municipal Clerks receive accreditation points for completion of these workshops.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

DR. JOZEFOWICZ, CHAIRMAN

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2879
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 259; *Citation:* 29 M.R.S.A., Sect. 547
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Medical Advisory Board was established to advise the Secretary of State on medical criteria and vision standards relating to the licensing of drivers. It assists the Secretary of State in determining whether a person is qualified to be licensed as a motor vehicle operator. When the Secretary of State has cause to believe that a licensed driver or applicant may not be physically or mentally qualified to be licensed, he may obtain the advice of the Board. The Board formulates its advice from records and reports or may cause an examination and confidential report to be made by one or more members of the Committee or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the committee by a physician of his choice, which must be given due consideration by the Committee.

ORGANIZATION: The Medical Advisory Board was authorized in 1971 to consist of five members appointed by the Secretary of State.

PUBLICATIONS:
Rules and Regulations: No Fee
Physical, Emotional and Mental Competence to Operate a Motor Vehicle.

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

DIVISION OF MOTOR VEHICLES

LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2761
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1905 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250A; *Citation:* 29 M.R.S.A., Sect. 51A
Average Count—All Positions: 326.5 *Legislative Count:* 349.5

PURPOSE: The Division of Motor Vehicles was established to provide for the public safety and better regulation of traffic through effective administration of the laws of the State of Maine relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Division provides the general public with an avenue, through a main office and ten branches throughout the State, where motor vehicle registration and operator licenses may be obtained; makes determinations to insure that applicants applying for operator licenses have the abilities, knowledge and necessary skills for safe vehicle operation; investigates and licenses motor vehicle and trailer dealers; conducts hearings on violations of Motor Vehicle Laws to determine if the individual's privilege to operate or register a vehicle within the State of Maine should be suspended, withheld or revoked or whether his privilege should be reinstated and whether the individual should be held responsible under the Financial Responsibility Law and be required to carry liability insurance for a period of three years. The Division provides a method of titling 1975 model year and newer vehicles, and collects Sales Tax due when a vehicle purchased from other than a dealer is registered.

ORGANIZATION: The Division of Motor Vehicles was organized in 1905 for the purpose of issuing lifetime licenses. In 1911, the Legislature changed the registration and licensing from a lifetime issue to an annual issue. In the 1920's, the Division had grown to the extent that it became headed by a Chief Clerk and had a Registration and Licensing Section and a Court Records Section. In 1935, the requirement for semi-annual inspection of motor vehicles became a responsibility of the Division, and in 1939, an Examination Section was added to administer the required rule on new licenses. In 1942, the Division was reorganized and placed under the direction of the Director of Motor Vehicles, with an Assistant Director named in 1943. This organizational structure remained until 1970 when the Division was reorganized into four Bureaus; namely, Public Services; Finance and Administration; Data Processing and the Bureau of Driver Licenses. Several minor structural changes were made between 1970 and 1976 when the Division was reorganized into the Executive Section and three Bureaus. Subsequently, duties and responsibilities were added and the Division evolved into its present structure, the Executive Section and five Divisions: Administrative Services, Driver Licensing and Control, Enforcement and Regulation and Commercial Vehicles and Reciprocity.

In FY 82 two new areas of responsibilty were added to the Public Service Division...Fuel Identification Decal Branch and Photographic License/Identification Card Programs, and in June 1982 the Title and Anti-Theft Branch was moved from Public Services to the Division of Examination and Enforcement.

In FY 84 the Division of Examination and Enforcement was reorganized and named the Enforcement and Regulation Division. Also in FY 84 a new division was organized and named the Commercial Vehicles and Reciprocity Division.

PROGRAM: The Division is continuing to provide Licensing, Registration and Title services to the public through 11 Branch Offices, 25 Examination Stations, 6 Mobile Examination Stations, 2 Mobile Photo-License Units, the Main Office and 378 Municipal Agents.

LICENSES, PERMITS, ETC.

License:
- Motor Vehicle Operator
- New and Used Car Dealer
- Equipment Dealer

  - Motorcycle Dealer
  - Boat or Snowmobile Trailer
  - Loaner
  - Transporter
  - Titles issued for 1975 and newer vehicles which are registered
  - Salvage Yard
  - Bus Operator
- Registration:
  - Passenger Car
  - Truck
  - Motorcycle
  - Moped
  - Trailer
  - Tractor
  - Antique Motor Cars
  - Semi-trailers
- Permit:
  - Instruction (operator)
  - Instruction (motorcycle)
  - Trip permit (fuel use)
  - Transit (registration allowing one way trip of unregistered vehicle)
  - To Cross Highway (golf carts, lawnmowers, etc.)
  - Short term gross weight increase
  - To Operate School Bus

PUBLICATIONS:

- Driver License Examination Manual (no fee)
- Motor Vehicle Laws (no fee)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,564,486			5,564,486		
Health Benefits	354,976			354,976		
Retirement	952,748			952,748		
Other Fringe Benefits	36,666			36,666		
Computer Services—State	507,720			507,720		
Other Contractual Service	1,249,893			1,249,893		
Rents	168,654			168,654		
Commodities	2,195,534			2,195,534		
Grants—Subsidies—Pensions	79,941			79,941		
Equipment	264,856			264,856		
Interest—Debt Retirement	123			123		
Transfers to Other Funds	449,539			449,539		
TOTAL EXPENDITURES	11,825,136			11,825,136		

DIVISION OF PUBLIC ADMINISTRATION

JAMES S. HENDERSON, DEPUTY SECRETARY OF STATE

Central Office: State Office Bldg., Augusta; *Room:* 221 *Telephone:* 289-3501
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333 289-3676
Established: 1979 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250P; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 26 *Legislative Count:* 26

PURPOSE: The Division of Public Administration was established to designate that portion of the Department of State responsible for a variety of central filing activities. The Division has significant contact with the public in a variety of areas including the following: conduct of state elections; corporation filings; Uniform Commercial Code filings; oversight of the Administrative Procedures Act (adoption of administrative rules, regulations, guidelines); recording of appointments to state offices, boards and commissions; secretariat to the Governor's Clemency Board; and disclosure of information by lobbyists, political candidates and committees.

ORGANIZATION: The Division supervises a wide variety of activities through seven bureaus. The Deputy Secretary of State is the Administrative head of the Division and the supervisors of the various bureaus report directly to the Deputy. The Administrative Clerk, who heads the Bureau of Administration, is responsible for general financial, personnel, and administrative services for the whole Division. Each Bureau supervisor is responsible for the functioning of his or her area and for the selection, supervision, rating and discipline of personnel.

PROGRAM: The Division is currently undertaking an intensive effort to modernize its information storage and retrieval capability through the use of computer systems and modern management techniques. The following is a review of each Bureau and its major functions.

Bureau of Administration: This Bureau is basically responsible for financial and personnel matters. It accounts for the fees paid for filing documents with other bureaus. (289-4182)

Administrative Procedures Office: This bureau-level office is the depository for all state agency administrative rules. It has the responsibility to assure that such rules are adopted in compliance with requirements for public notice and hearing. (289-4184)

Commissions and Pardons Bureau: All commissions (such as notaries, board or committee memberships, etc.) are recorded officially. A computerized listing system produces currently updated reports by name, office, date of term expiration, organizational unit number, and other criteria. In addition, documents relating to pardons are filed here. (289-4181)

Bureau of Corporations: This Bureau is basically a repository for all records required by statute relating to domestic and foreign corporations—both profit and non-profit. The new Non-Profit Corporation Act, which requires biennial reporting, has significantly increased its workload. The Bureau is divided into a Recording Section, which reviews all documents for completeness prior to filing, and a Reports Section, which receives all periodic reports and provides information to the public concerning the status of all corporations. (Recording 289-4195 and Reports 289-4190)

Bureau of Elections: This Bureau supervises the administration of all State elections and the application of the provisions of the State's Election Laws. With the comparatively recent trend to liberalize voter participation in elections and to examine more closely the election campaign practices and expenditures, it is the prime objective of the Bureau to formulate the best possible procedures to insure honest, efficient and fair elections in which there will be maximum citizen participation.

Significant activities of the Election Bureau during the past fiscal year included the scheduling of an Election School Seminar Program to assist, advise and instruct local election officials, registrars, and Boards of Registration of each community in their statutory duties and responsibilities; continuance of a close working relationship with the Joint Legislative Committee on Legal Affairs. (289-4186 and 289-4189)

Bureau of Public Disclosure: Recent trends toward public disclosure have produced several reporting functions which are consolidated in this Bureau. The Lobbyist Disclosure Law requires monthly reports of income and expenses. Political campaign reporting is under the direction of the Commission on Governmental Ethics and Election Practices. The Commission shares a staff member with the Bureau, thus allowing all disclosure reports to be processed through this agency. (289-4178)

UCC Bureau: The Uniform Commercial Code generates hundreds of filing and other transactions per day. Filings preserve security interests in personal property taken as collateral for loans. (289-4177)

LICENSES, PERMITS, ETC.:

- Regulations:
  - Regulation of Trading Stamp Companies
- Commissions:
  - Notary Public
- Filings:
  - Administrative Rules and Regulations
  - Domestic Profit & Nonprofit Corporations
  - Foreign Profit & Nonprofit Corporations
  - Miscellaneous Filings by State Agencies
  - Trade Marks & Servicemarks
  - Uniform Commercial Code
  - Uniform Limited Partnership
  - Lobbyist Registrations

PUBLICATIONS:

- Business Corporations, Laws Relating to
- Corporations Without Capital Stock, Laws Relating To
- Election, Laws Pertaining To
- Election Officials Guidebook
- Running for Office in Maine
- Trade Mark & Servicemark Laws
- Registered Lobbyists

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PUBLIC ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	529,167	521,828	7,339			
Health Benefits	33,390	32,411	979			
Retirement	92,995	92,045	950			
Other Fringe Benefits	2,450	2,207	243			
Computer Services—State	144,638	144,638				
Other Contractual Service	135,466	134,709	757			
Commodities	160,258	159,792	466			
Equipment	30,731	30,731				
Interest—Debt Retirement	481	481				
Transfers to Other Funds	941		941			
TOTAL EXPENDITURES	1,130,517	1,118,842	11,675			

PUBLIC SERVICES DIVISION

JENNIE BREED, DIVISION CHIEF

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3656
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1970 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250S; *Citation:* 29 M.R.S.A., Sect. 51A
Average Count—All Positions: 103 *Legislative Count:* 111

PURPOSE: The purpose of the Public Services Division is to administer those Motor Vehicle Laws of this state pertaining to the registration of all types and classes of motor vehicle and operator license renewals.

ORGANIZATION: Public Services was established as one of four Bureaus of the Motor Vehicle Division in 1970 and reorganized in 1978 into a Division. The Division of Public Services is presently organized to include: License Services for issuance of operators licenses including the photo-license program that went into effect July 1982; registration of all classes and types of vehicles; administration of 11 Branch Offices throughout the State; and issuance thru the Branch Offices of the Fuel Use Identification Decals for implementation of fuel use tax requirements. The Examination Section was moved to the Division of Public Services on May 11, 1987.

PROGRAM: During the past fiscal year, this division was involved in providing general day to day services in the Registration, Licensing, and Examination Programs. Highlights of the operation includes the realization of long range plans to improve customer service in the Branch Offices by the additional installation of directional type mazes in two more of our larger Branch offices. This "maze" permits the next person in line to be serviced preventing an individual with a time consuming problem creating a longer line.

Priority was given to the accepting of reservation of some 60,000 registration plates for the new general issue. This general issue of registration plates is effective July 1, 1987. The last new general issue was in 1974 when there were fewer plates. Today, there are over 40 different types of plates being issued.

The Saco Branch Office established by the 112th Legislature WAS OPENED January 5, 1987 providing all Motor Vehicle services to the general public in the greater Portland South area. This Branch should relieve some of the pressure from the Portland Branch Office.

The Lewiston Branch Office was moved from 536 Lisbon St., Lewiston, where it had been located for a good many years into the new Governmental Center on the corner of Main and Chapel Street in Lewiston on December 23, 1986. This should provide a central location for those individuals having use of any one of several of the government agencies.

In April 1987 the Mexico Branch Office suffered damage due to the flood conditions. While the property damage was minimal as compared to some businesses, it did necessitate closing the office for a few days. Once the water had receded, a professional cleaning company was called in, and with the aid of our regular staff in that office, and the Main Office in Augusta, the Branch Office was reopened for customer service within a two week period.

Walk-in testing for the written and vision portions of the driver examination to obtain a Maine driver's license was expanded to Thursday evenings at the five (5) larger Branch Offices from 5:30 PM to 7:00 PM to better accommodate the public.

LICENSES, PERMITS, ETC.

Motor Vehicle Operator Licenses
Vehicle Registrations
Transit permits for one trip only
Short-term registered weight increases
Highway crossing permits (golf carts, etc.)
Fuel Use Identification Decals
Commodity Permits
Special Increase Gross Weight Permits

PUBLICATIONS:

Motor Vehicle Laws (no fee)
Brochure covering Registration & License Requirements (no fee)

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

DIVISION OF RECORDS MANAGEMENT SERVICES

NINA M. OSIER, DIRECTOR

Central Office: Cultural Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255R; *Citation:* 5 M.R.S.A., Sect. 95

PURPOSE: The Division of Records Management Services is established under the authority of the State Archivist to assist other State agencies in the effective management of their current and semi-current records by means of retention-disposition schedules and by technical assistance to improve procedures for maintaining, storing and servicing records.

ORGANIZATION: The Division became operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM: Priority emphasis has continued to be placed on the development of retention-disposition schedules for current records generated by all agencies of State Government, including a continuous review of prior-approved schedules. These schedules provide for the orderly disposition of records at the expiration of prescribed retention periods. Work has also continued on the establishment of general retention-disposition schedules that apply to large classes of facilitative records common to all agencies in State government; and a review has begun of all Federally mandated recordkeeping by State agencies, with the goal of establishing which records are properly governed by Federal schedules and which must be covered by State schedules.

Most scheduling work is accomplished through interaction with a network of Departmental Records Officers and Assistant Records Officers throughout the Executive Branch of State Government. A principal tool is the Request for Certificate of Need and Feasibility, without which records storage equipment and micrographics equipment can neither be purchased nor leased. The Bureau of Purchases has cooperated with the Division in requiring this certificate, which is issued after it has been determined that the equipment is needed; that it is cost-effective for its intended application; and that the records involved are covered by up-to-date disposition schedules. During the 1986-87 fiscal year, renovations were begun on space in the former Liquor Warehouse which will become the new State Records Center. This will provide safe, adequate storage for the State's semicurrent records, and will release the climate-controlled Maine State Archives facility for storage of only permanently valuable State records. Also, valuable office space in all three branches of State government will be released for more cost-effective uses than the storage of boxes of seldom-referenced but necessary records.

The Division continued to work with the Courts and the Advisory Committee on Judicial Records to estabish records disposition schedules for the Judicial Branch. With the opening of the new State Records Center, it will be possible for the Division to provide storage and reference service to the Courts for their semicurrent records.

Division staff have continued to emphasize scheduling of computerized and machine-readable records, and of records stored through micrographics applications. Plans are proceeding for the computerization of the Division's own records.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

STERILIZATION PROCEDURES REVIEW COMMITTEE

C.M. MACGOWAN, COMMITTEE CHAIR.

Mail Address: Box E, Pownal, Maine 04069 *Telephone:* 688-4811 ext. 492

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 427; *Citation:* 34-B M.R.S.A., Sect. 7017

PURPOSE: The Committee was established by an act of the Legislature during fiscal year 1984 to review annually the authorization of sterilization under 34B M.R.S.A., Chapter 7 for the purpose of assessing the need for changes or additions in the procedures and standards set forth in this chapter.

ORGANIZATION: The Committee has been established and consists of members representing the Maine Court System, Medical Community, the Departments of Human Services and Mental Health and Mental Retardation and the Legislative Committees on Health and Institutional Services and Judiciary.

PROGRAM: The Committee expects to hold a public information session and forum in the late summer or early fall of 1987 and anticipates submitting a report to the Legislature regarding its findings in January of 1988.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

DEPARTMENT OF TRANSPORTATION

DANA F. CONNORS, COMMISSIONER

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229; *Citation:* 23 M.R.S.A., Sect. 4205
Average Count—All Positions: 2,391 *Legislative Count:* 2,392

Organizational Units:

- Bureau of Finance and Administration
- Bureau of Transportation Services
- Bureau of Planning
- Bureau of Project Development
- Bureau of Maintenance & Operations
- Office of Human Resources
- Office of Public Information and Mapping
- Office of Policy Analysis
- Office of Legal Services
- Office of Audit
- Maine State Ferry Advisory Board
- Maine Port Authority
- Maine Aeronautical Advisory Board

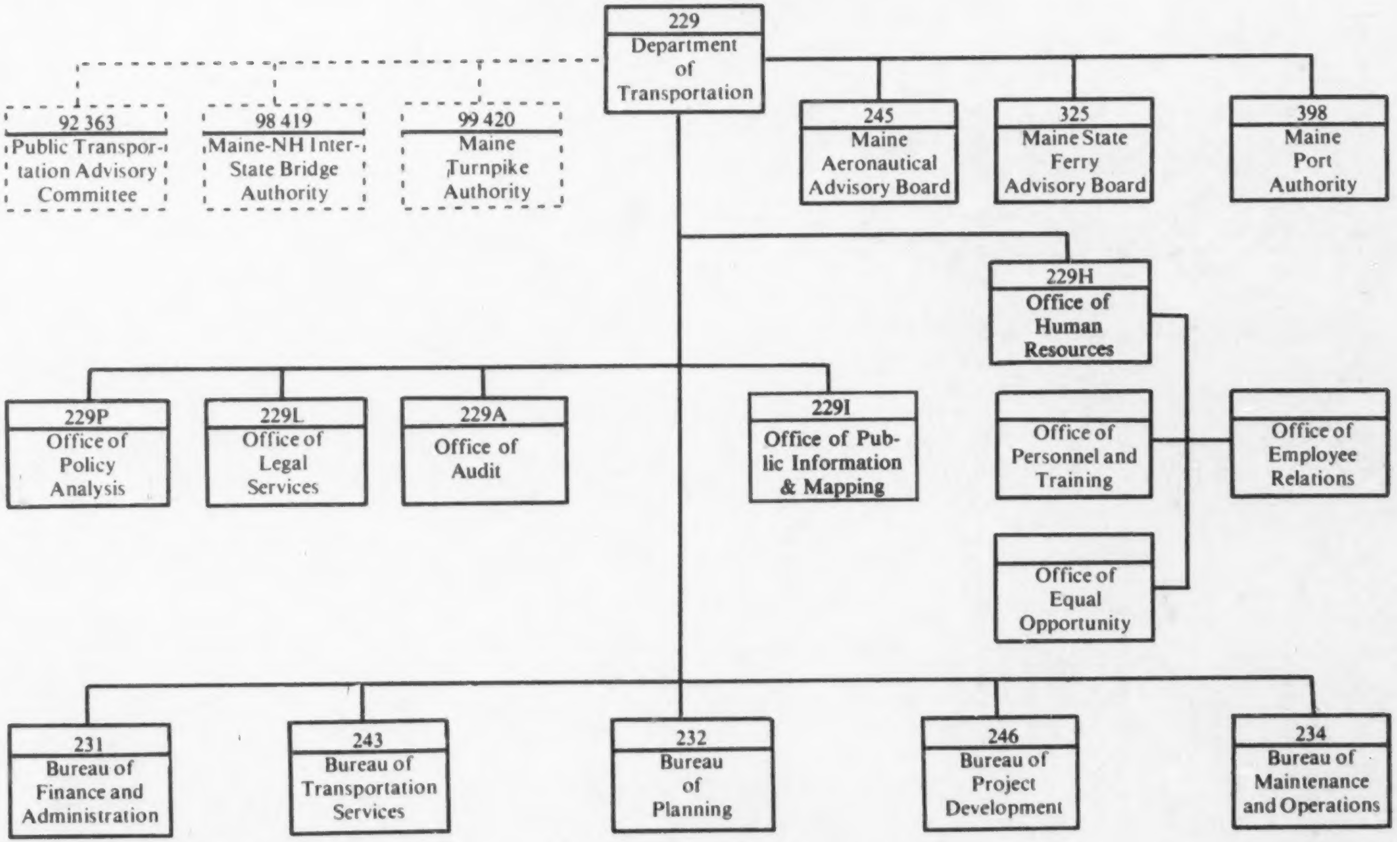
PURPOSE: The Department of Transportation was established to plan and develop adequate, safe and efficient transportation facilities and services which will contribute to the economic growth of the State of Maine and the well-being of its people.

Through the authority vested in the Commissioner of Transportation, the primary responsibilities of the Department are to develop comprehensive, balanced plans and policies to meet present and future needs for adequate, safe and efficient transportation facilities in the State of Maine. The Department also assists in the development, operation and maintenance of services and facilities and stimulates active support for, and develops, administers and promotes transportation safety actions throughout the State. The Department assists in the planning, construction, operation and maintenance of an internal highway system which will consider scenic value, safety aspects, economic implications and compatibility with national, regional and local programs, and which is designed to meet present and future needs of the State of Maine. Also, the Department acquires, constructs, operates and maintains harbor facilities, as required, to support and implement the planned development of coastal resources, ports and harbors, and operates and maintains safe, adequate and efficient port and water transportation facilities essential to the well-being of Maine citizens and the economic growth of the State. Other responsibilities of the Department are to adminster laws relating to aeronautics, advance interest in aeronautics, and plan, develop, assist and advise in the development of aviation resources within the State. Furthermore the Department accepts, receives and administers for the State, all federal or other moneys intended for transportation or which would further or advance the intent or purposes for which the Department was established.

ORGANIZATION: The Department of Transportation originated in 1905 with the establishment of a Commissioner of Highways, appointed by the Governor, to compile statistics, disseminate knowledge, investigate the securing of better highways and advise county and town officers concerning the best and most economical means of building and maintaining highways and sidewalks. In 1907, the Commisioner became supervisor of a new State Highway Department, created to apportion money to political subdivisions, plan road improvements and let contracts for road construction. In 1913, both the Department and the office of Commissioner of Highways were abolished with the establishment of the State Highway Commission, consisting of three members appointed by the Governor.

With the major expansion of the State's highway system and increasing State responsibility for highway construction, maintenance and allied activities, the Commission grew to encompass a large central office in Augusta and seven divisional offices located throughout the State. In State Government reorganization legislation of 1972, the Commission was abolished, and all of its units, functions and activities were incorporated into a new Department of Transportation. The legislation also consolidated within the Department other independent, transportation-oriented agencies of the State, including the Department of Aeronautics and the Maine Port Authority. The Department established a Maine State Ferry Advisory Board in 1975 and in

ORGANIZATIONAL CHART
DEPARTMENT OF TRANSPORTATION
UMB 17


229
Department of Transportation
92 363
Public Transportation Advisory Committee
98 419
Maine-NH Inter-State Bridge Authority
99 420
Maine Turnpike Authority
245
Maine Aeronautical Advisory Board
325
Maine State Ferry Advisory Board
398
Maine Port Authority
229H
Office of Human Resources
Office of Personnel and Training
Office of Employee Relations
Office of Equal Opportunity
229P
Office of Policy Analysis
229L
Office of Legal Services
229A
Office of Audit
229I
Office of Public Information & Mapping
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Bureau of Finance and Administration
243
Bureau of Transportation Services
232
Bureau of Planning
246
Bureau of Project Development
234
Bureau of Maintenance and Operations

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
DEPARTMENT OF TRANSPORTATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	45,953,200	182,626	249,277	35,670,610	7,535,529	2,315,158
Health Benefits	3,093,325	8,742	8,068	2,288,934	420,466	367,115
Retirement	8,440,144	32,253	37,658	6,093,773	1,301,680	974,780
Other Fringe Benefits	344,499	865		297,310		46,324
Other Contractual Service	23,081,317	115,848	151,456	5,874,645	2,805,514	14,133,854
Rents	21,093,158	611	29,705	20,385,149	269,128	408,565
Commodities	12,642,649	2,040	19,827	11,908,230	−36,968	749,520
Grants—Subsidies—Pensions	21,398,638	784,578	123,899	17,209,131	2,804,808	476,222
Purchases of Land	1,878,060		5,134	1,108,204	764,722	
Buildings and Improvement	509,653	171,650	791	163,388	173,824	
Equipment	65,945,708	40,217		20,631,754	44,446,412	827,325
Interest—Debt Retirement	16,173,652			16,173,644		8
Transfers to Other Funds	3,590,350	1,727,909	6,145	1,676,372	31,423	148,501
TOTAL EXPENDITURES	224,144,353	3,067,339	631,960	139,481,144	60,516,538	20,447,372

June, 1976, the Department moved to a new transportation building on Child Street. This move consolidated all the various bureaus and divisions into one location. In 1979 the Legislature created the Bureau of Public Transportation and in December, 1980, the Bureau of Safety, the Vehicle Safety Commission and the Maine Highway Safety Committee were transferred to the Department of Public Safety. In February, 1981, the Legislature authorized the Commissioner to organize the Department into such bureaus, divisions and other units as he deems necessary to fulfill the duties of the Department, provided at all times there shall be the Bureaus of: Finance and Administration; Transportation Services; Planning; Project Development; and Maintenance and Operations. The Department's organizational chart reflects these Bureaus and other units administratively established by the commissioner.

PROGRAM: The program of the Department is accomplished through its statutorily and administratively created units and the various activities of these units are individually reported in subsequent entries.

LICENSES, PERMITS, ETC.: Listed under the separate units of the Department.

PUBLICATIONS: Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 1987: The expenditures of the Chief Administrative Unit are, by administrative decision, included with those of the Bureau of Finance and Administration, Department of Transportation.

BUREAU OF FINANCE AND ADMINISTRATION

EARLE D. STEVENS, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2641
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 231; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 60 *Legislative Count:* 60

Organizational Units:
Financial Management Division
Systems & Support Services Division
Computer Services Division
Financial Analysis Division

PURPOSE: The Bureau of Finance and Administration is established to provide administrative and financial management support and services necessary to the successful accomplishment of the goals and responsibilities of the Department of Transportation. The Bureau is authorized to provide administrative and financial management support and services relative to all activities of the Department of Transportation, including technical assistance and support to enable maximum utilization of available computer services in both engineering and data processing fields; accounting, contract auditing and budgetary functions; operation of a central supply and reproduction unit; purchasing services, and photographic services.

ORGANIZATION: The Bureau of Finance and Administration originated as the Division of Accounts and Administration of the former State Highway Commission, established in 1913. In the State Government reorganization of 1972, the Commission was abolished and the functions of the Division were transferred to the new Department and assigned to the Department's Bureau of Administrative Services. In accordance with the recommendations of the Ernst & Whinney Management Study, the title of the Bureau was changed by Legislative action in February, 1981, to Finance and Administration and has been reorganized to include the Divisions of Financial Management, Systems and Support Services, Computer Services, and Financial Analysis.

PROGRAM: The Bureau continued to make improvements in the fiscal management area during FY 87. A computerized accounts receivable system to replace a manual ledger card system was developed and implemented. In addition, a computerized method of processing utility bills was developed and implemented. The new method significantly reduces the overall statewide processing time required for the payment of bills, improves accuracy and provides reliability in the data collected for use in the control of energy use.

The Project Management Information System (PROMIS), developed jointly by MDOT and a consultant in FY 1983, continued to be utilized. The Capital Equipment Programming and Financial Management portions of the System are fully functional and is the primary source of data for the financial management of all Federal/State projects within the Department.

The Bureau in coordination with the Bureau of Public Improvements planned and installed a new touchtone telephone system in the Department of Transportation Building. In addition, reproduction equipment for engineering drawings, plans and specifications was replaced with an improved zerox copier and printer.

The Computer Services Division initiated the implementation of the Bid Analysis and Management System (BAMS) software package. The Preliminary Estimate System (PES) and Letting and Award System modules underwent final acceptance testing at the end of Fiscal Year 1987. The Contract Administration System (CAS) and Decision Support System (DSS) will be installed and tested in Fiscal Year 1988. In addition, Computer Services and Motor Transport Service jointly issued an RFP and selected a vendor to design a Fleet Management Information System. Work will be accomplished in Fiscal Year 1988 and carried into 1989 before final acceptance.

Office Automation Equipment was installed in the Scarboro, Dixfield, Bangor, and Augusta Maintenance & Operations facilities. In addition to regular staff training in Augusta, computer training and assistance was provided to many MDOT personnel at other locations. Computer Services also provided user and system support for approximately sixty-five Personal Computer Systems and four UNIX Minicomputer Systems. These systems are typically each shared by three to five active users. Service was also provided to ninety-one online terminals with two hundred and twenty-five active mainframe users throughout the Department, including Motor Transport Service. These services include electronic data processing in the areas of Engineering Calculation, Administrative/Financial Recordkeeping, and Inventory Control. Computer Services also assisted in a MDOT study of the cost/benefits of Computer-aided Design, Drafting, and Mapping. A report will be issued next year.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF FINANCE AND ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,109,609		249,277	3,307,533	552,799	
Health Benefits	202,436		8,068	165,656	28,712	
Retirement	674,449		37,658	548,568	88,223	
Other Fringe Benefits	15,139			15,139		
Other Contractual Service	223,617		86,518	—282,186	419,285	
Rents	1,123,188		29,705	1,066,945	26,538	
Commodities	273,069		19,798	250,829	2,442	
Grants—Subsidies—Pensions	452,531		1,338	415,931	35,262	
Purchases of Land	5,294		5,134	160		
Equipment	207,919			199,578	8,341	
Transfers to Other Funds	898,243		5,748	888,876	3,619	
TOTAL EXPENDITURES	8,185,494		443,244	6,577,029	1,165,221	

MAINE AERONAUTICAL ADVISORY BOARD

ROBERT B. DAVIS, CHAIRMAN
BARRY L. VALENTINE, Director, Aeronautics Division

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3185
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: March 27, 1978 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 245; *Citation:* 6 M.R.S.A., Sect. 302
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The board was established to advise the department on matters relating to aeronautics and to submit to the commissioner an annual report which includes recommendations for change to the aeronautical laws and comments upon the present and future needs of that service. Written reports and comments will be available to the public.

ORGANIZATION: The Maine Aeronautical Advisory Board, was created as a board within the Department of Transportation comprised of 5 members; one person from the Maine Airport Association; one person from the Maine Pilot's Association; and 3 persons appointed by the Commissioner of Transportation, one of whom shall not represent an interest in aviation. The members representing the aviation organizations are appointed by their respective board of directors and all members serve a term of office of 2 years. Vacancies in membership are filled in the same manner as the original appointment. The director of the Aeronautics Division is an ex officio member of the board and serves as its secretary.

The board annually elects a chairman from among its members, and the chairman serves a term of one year. The board meets at the call of the chairman, or at the call of at least 3 members of the board, and there are at least 3 meetings held a year. Members serve without compensation or expenses.

PROGRAM: The Maine Aeronautical Advisory Board continues to be concerned with bringing the benefits and advantages of aviation to the attention of the general public and with improving the State's role in State-wide aviation matters.

The Board looks forward to the next fiscal year with enthusiasm for an even greater involvement in the matters which effect aviation in the state.

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

MAINE STATE FERRY ADVISORY BOARD

GEORGE MARTIN, CHAIRMAN, TOWN MANAGER, ISLESBORO
RUSSELL W. SPINNEY, DEPUTY COMMISSIONER—DOT

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2841
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1975
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 325; *Citation:* 23 M.R.S.A., Sect. 4301
Average Count—All Positions: 12 *Legislative Count:* 0

PURPOSE: The Maine State Ferry Advisory Board was established to advise the Department of Transportation on matters relating to the State Ferry Service and shall submit to the Commissioner of Transportation an annual report which shall include recommendations for change to the State Ferry Service and comments upon the present and future needs of that service.

ORGANIZATION: The Maine State Ferry Advisory Board shall consist of one person from each of the island municipalities and plantations served by the State Ferry Ssytem and three members appointed by the Commissioner of Transportation.

PROGRAM: Members of the Maine Ferry Service Advisory Board during FY 87 were George Martin, Chairman—Islesboro; David G. Benson—Southwest Harbor; James D. Gilliespie—Swans Island; David L. Lunt—Frenchboro; Capt. Gilbert Hall—Camden; Horatio Knight—Rockland; Emily Lane—Vinalhaven; Vance Bunker—Matinicus; and James Davisson—North Haven.

The major topics of discussion during the year were the new vessel, increased demand for service, tariff changes, and the impact of new year round construction on the Ferry Service.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Bureau of Finance and Administration, Department of Transportation.

OFFICE OF HUMAN RESOURCES

JANE L. LINCOLN, ASST. TO COMMISSIONER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229H; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 23 *Legislative Count:* 23
Organizational Units:
Office of Personnel and Training
Office of Equal Opportunity
Office of Employee Relations

PURPOSE: To support and advise the Commissioner of Transportation in matters of legislative liaison, and the internal and external human resources, programs and policies in the areas of affirmative action, equal opportunity, labor relations, and personnel and training.

ORGANIZATION: The unit was administratively established in 1981 to include the functions and activities of the offices indicated under Organizational Units.

PROGRAM: During the year this Office served as the Legislative liaison for the Department to provide direct contact with Legislative officials and to evaluate and coordinate all informational requirements of the Department. In addition, the Office participated and assisted in the development of Department policy on a wide variety of high-level issues. Effort was also devoted to the monitoring and reviewing of affirmative action grievances and complaints on behalf of the Commissioner. Specific programs and activities of the other offices in this Unit are as follows:

Personnel and Training. This office provides the traditional administrative functions of recordkeeping and processing of personnel transactions; staff development and training; and Health, Safety and Industrial Accident Prevention and Administration necessary for labor/intensive work force. The primary goal is to provide employees who are properly classified, paid, motivated and trained to perform the various missions of the Department in a safe and efficient manner. This requires planning for present and future needs; ensuring proper selection and placement; and development of a variety of supervisory, career development and orientation training programs, personnel safety training programs and policies.

In addition to the standard, primarily competitive personnel systems used in most state agencies, the Department's highway crew personnel system has several unique features due to seasonal functions, geographic dispersal and the need for alternate equipment operators upon short notice. A revised selection process for crew positions was implemented in 1986 along with training in selection and interview procedures for Foremen and Supervisors.

Five full-time and two volunteer Safety Coordinators continued to manage the safety program in the seven Maintenance Divisions. Paperwork has recently been initiated to establish one additional full-time Safety Coordinator position to cover Motor Transport Services and Traffic Services. Committees made up of three Safety Coordinators continued to review and write policy; two areas currently under consideration are revision of policy on personal protective devices and initial medical screening for new employees. The Safety Coordinator group maintains a representative on the DOT Training Advisory Committee, to assist the Committee in responding to the safety training needs of the Department.

The DOT Advisory Committee on Training continued to assist the Staff Development Coordinator in determining appropriate training for Department personnel. Examples of training conducted over the past twelve months includes Hazard Chemical Identification, First Aid and CPR, Erosion Control and Employee Relations for Supervisors. Subcommittees have revised the Continuing Education Policy and finished development of a Supervisor's Manual, soon to be published. The training committee works on a regular schedule; beginning the planning of a new cycle simultaneously with implementation of the current cycle.

Employee Relations. This office represents the Department at all levels of the appeals process utilizing contracts statewide, investigates and recommends course of action in grievance resolution at all lower levels of the grievance procedure, and represents the Commissioner at Department head level procedures, and also at the Bureau of Employee Relations; and works in conjunction with the legal staff in preparing and presenting grievances at arbitration. The staff performs systematic visitations to all division offices, crew headquarters and other department facilities, as well as many job sites, to provide employees and management a professional resource for addressing labor/management issues. The staff provides instruction to supervisors at all levels in interpretation and application of the provisions of our four Union contracts; investigates, recommends, and participates in disciplinary hearings; makes recommendations in the area of Labor Relations relative to proposed policy development or change and participates at the bargaining table for each set of contract negotiations.

The staff conducts investigations of all complaints of alleged employee misconduct or other complaints against employees received from outside normal supervisory channels.

Equal Opportunity. This office is responsible for developing and implementing MDOT programs for internal equal employment opportunity, affirmative action, Title VI, Section 504; external programs for Disadvantaged/Women Business Enterprises, EEO Contract Compliance, On-the-Job Training; and to further improve the internal and external coordination of equal opportunity activities. The internal Equal Employment Opportunity Program placed increased emphasis on training of supervisory employees in affirmative action/EEO management. The external Affirmative Action emphasis during FY 87 has resulted in increased awareness by, and certification and participation of firms owned and controlled by minorities and women in Federal-aid contracts with MDOT, and pre-entry training of women and minorities into the construction industry.

PUBLICATIONS:

D/WBE Program (annual), free
D/WBE Directory (updated monthly), free
OJT Program (annual), free
D/WBE Certification Guide (annual), free
Contractor and Subcontractor Equal Employment Opportunity Handbook, (annual), free

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

OFFICE OF AUDIT

ROBERT B. BOOTH, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2902
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229A; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: To provide advice to the Commissioner of Transportation on audit matters; perform organization-wide internal audits of the Department of Transportation and external audits of contracts and grants negotiated with recipient organizations; and develop and implement the necessary plans and programs to accomplish internal and external audits of financial operations and internal controls, including compliance with certain provisions of Federal laws and regulations.

ORGANIZATION: The Office of Audit was established in June, 1981 in response to one of the Ernst & Whinney Management Study recommendations.

PROGRAM: Internal audits were completed to provide financial and compliance audit coverage of applicable programs for the two fiscal years ended June 30, 1985. To comply with the Single Audit Act of 1984 enacted by Congress, audits for the fiscal year ended June 30, 1986 were in progress and jointly performed with the Department of Audit.

External audits provided support to management and program staff over the administration of contracts with consultants, railroads, utilities, public transportation agencies and political subdivisions. Particular efforts were directed toward implementation of the State single audit process enacted as part of 5 MRSA, Chapter 148-B, as amended.

The Office represents the Department through appointment to the advisory committee assisting the Commissioner of Finance in implementing and administering the Maine Uniform Accounting and Auditing Practices for Community Agencies which were adopted to regulate applicable grant processes as provided under the provisions of 5 MRSA, Chapter 148-B, as amended.

FINANCES, FISCAL YEAR 1987: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

OFFICE OF LEGAL SERVICES

THOMAS G. REEVES, CHIEF COUNSEL

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2681
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229L; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 20 *Legislative Count:* 20

PURPOSE: The primary purpose of the Office of Legal Services is to provide the necessary legal counsel for the Department of Transportation. Accordingly, the Office represents the Department in litigation, provides legal opinions, reviews contracts, and prepares title reports.

ORGANIZATION: The Office of Legal Services originated in 1962 as the Legal Division of the former State Highway Commission which was transferred to the new Department of Transportation in the State Government reorganization of 1972. In December, 1980, the responsibility for investigating and processing accident and damage claims received by the Department and the review of processing of Workmen's Compensation claims was transferred from the Bureau of Safety to this office. In June, 1981, the name of the Division was changed to the Office of Legal Services by administrative action.

PROGRAM: During this fiscal year the Office represented the Department in eminent domain, tort, contract, and administrative litigation. The Office processed 204 State Claims Board referrals; 36 were presented for hearing and 115 were settled. The Office also completed and updated for the Department 2,516 title abstracts. Eleven titles were prepared for the Attorney General's Office. $118,938 of outstanding accounts receivable are currently being handled by the Office. $47,581 has been recovered by the Office for damage to State-owned guardrail and signs. The Office has represented the Department in workers' compensation claims and has rendered advice and counseling services, drafted contracts, leases, and legislative documents, written opinions and performed research in connection with the activities of the Department.

FINANCES, FISCAL YEAR 1987: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

BUREAU OF MAINTENANCE AND OPERATIONS

JOHN E. DORITY, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2661
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 234; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 1,500 *Legislative Count:* 1,500

Organizational Units:
- Highway Maintenance Division
- Bridge Maintenance Division
- Traffic Engineering Division
- State Aid Division
- Motor Transport Service
- Radio Operations Section
- Permit Section

PURPOSE: The responsibilities of the Bureau of Maintenance and Operations are the summer maintenance of 15,930 lane miles of State and State-aid highways, the winter maintenance of 8,255 lane miles of State highways, the maintenance of 2,818 bridges on State, State-aid, and town highways; the coordination of the Collector Road highway construction program; the maintenance and installation of traffic control devices on State and State-aid highways; the management of an equipment fleet for the Department of Transportation; the Overlimit Permit Statute; management of the Department's communication system; and the maintenance of safety rest areas.

ORGANIZATION: The internal organization remains the same and the programs and activities of the several divisions, sections and programs are as follows:

PROGRAM:

Highway Maintenance Division.

Winter Maintenance. The Department was able to carry on its winter plowing and ice control duties even though, at many of its winter lots, underground fuel tanks had been removed because they failed pressure tests. Temporary measures were instituted to provide diesel fuel for the trucks and heating fuel for the garages in a number of ways. During the year, the Department removed some 200 underground tanks from state-owned facilities, the majority of which were Department facilities. The Department Freeport crew moved into its new facility this year. This lot features two 6-bay buildings, a salt shed and a salt/sand storage building. This facility was built to meet all existing standards by a Maine architect and is a prototype of future maintenance facilities.

Summer Maintenance. A period of heavy rain on March 31 which continued into April 2, caused a rapid snow pack melt and resulted in severe flooding throughout a significant portion of the State. At one period, at the height of the flood on April 1st, over 150 roads were closed to traffic. Roads that had never been closed before became impassable due to high water. Three Divisions took the brunt of the flooding damage, the Bangor Division where damage was the greatest along the Piscataquis and Pleasant Rivers, Division 4 (Fairfield) area along the Kennebec River and its tributaries and in Division 7 (Dixfield) where major flooding and damage occurred along the Androscoggin, Carrabassett and Sandy Rivers. Due to the efforts of the Department's maintenance forces, by 4:00 P.M. Monday, April 6, only seven roads remained closed, although many sections where damage had occurred were only one lane wide. The efforts of the Department's maintenance forces in re-opening its highway system allowed relief agencies and the National Guard to move into areas of greatest damage and need with the minimum of delay.

The hot maintenance mulch program is the major summer maintenance program. Last summer we were able to repave 857 miles of roadway with approximately 361,000 tons of hot mix.

Safety Rest Area Program. Although our rest areas are extensively used, we continue to receive criticism over the past several seasons on the cleanliness of the privy type facilities. The privy buildings are not adequate for serving the public on high volume roads coupled with the vandalism and misuse that recreational vehicles give them. Permanent facilities are planned for all Interstate rest areas with ones in Hampden rescheduled for FY 1988. The D.O.T. entered into a pilot program with Belfast Industries for maintenance of several roadside rest areas in the mid-coast region. Belfast Industries, a division of Group Home Foundation, employs 50 handicapped adults, providing them with short or long term employment opportunities. If the pilot program is successful, we may be able to expand on it for use in other areas of the State.

Radio Operations. The Department continued its radio replacement program by purchasing 40 new radios during the year. We are planning to purchase several "pagers" to evaluate their effectiveness in the greater Augusta area for key management personnel. New "control" stations will be added in Fairfield (to allow them to use a tower in Augusta to improve their coverage) and Augusta (to allow the Augusta console to utilize a tower covering the Bangor Division). During the past year a new console was installed in the Augusta office. The radio replacement program has continued and upgrading of Division Office equipment has also continued.

Bridge Maintenance Division. The Bridge Maintenance Division continued maintenance of approximately 2818 bridges and the administration of the National Bridge Inspection Standards. The number of bridges under state maintenance has changed slightly from last year due to an update of the bridge inventory and transfer of responsibilities as provided in the new local bridge legislation. Bridge Maintenance included the removal of winter sand, bridge flushing, touch-up painting, steel and concrete repair, and channel maintenance. Major deck rehabilitation and wearing surface replacement was also accomplished on several structures. Major painting effort was continued on the Waldo-Hancock Bridge, Memorial Bridge in Augusta and the Carlton Bridge in Bath. Maintenance of the ferry transfer bridges was continued for the Bureau of Transportation Services.

Force Account rehabilitation or replacement projects completed include St. Albans, Fish Stream; Van Buren, Violette Brook; Lewiston-Auburn, South Bridge; and Searsmont, Mill Bridge. The Flood of April 1, 1987 caused four bridges to be washed out, extensive structural and/or channel damage to 25 others, and riprap damage to many others. The four bridges washed out were Farmington, Fairbanks Bridge on Route 4; Strong, Valley Brook Overflow Bridge on Route 149; Eustis, North Branch Bridge on a Town Way and Lowe's Wooden Covered Bridge between Guilford and Sangerville. Emphasis on underwater inspection is identifying additional bridges with scour problems. Inspection of approximately 4000 public bridges having spans over 10 feet was continued on a two year cycle. Emphasis is being placed on weight limit posting of municipal bridges not capable of supporting legal loads. This action is necessary to protect the traveling public and meet the requirements of Federal inspection standards and State legislation.

Traffic Engineering Division. The Traffic Engineering Division continued to maintain, install and design traffic control devices as follows: Painted pavement markings were applied at over 500 locations to provide lane use control, advance warnings for stop-and-yield intersections, and railroad crossings. 140,000 gallons of paint were used to apply centerline and edgeline pavement markings on the Interstate system and approximately 6,000 miles of conventional highways. Maintenance operations on electrical systems, flashing beacons, and street lighting systems were continued, with reductions in street lighting levels where possible. 19,000 signs were manufactured and distributed to various sections and divisions for distribution. Plans and specifications were developed for 12 traffic signal projects, 5 major signing projects, 5 major lighting projects and 67 traffic control plans (TCP) for construction projects. As a part of Maine's so-called, "Billboard" law, Official Business Directional Signing regulations have been implemented in all 16 counties. Pre-approval location reviews of business directional signs are accomplished by Traffic Engineering personnel. Division Traffic Engineers continued to carry out functional operations at the Division level, including reviews or requests from other operating divisions and bureaus from within the Department and from other State and Federal agencies as well as from municipalities and private citizens.

Permit Section. For the fiscal year beginning July 1, 1986 thru June 30, 1987, the Permit Section, including the 7 Division Offices, issued a total of 22,327 Overlimit Permits for moving loads that exceeded the legal limits. A total of 454 Road Opening Permits were issued for repair work or for new utility installations. Exempt Certificates were issued for 91 Fuel Oil Delivery Vehicles and 22 for Bulk Milk/Grain. No permits were issued to make transit moves for vehicles with studded tires. No Trip tickets were issued for trucks hauling perishable products. Twenty-eight (28) certificates were issued to terminals for Reasonable Access Permits for Double Bottoms and 48' Semi-Trailers.

Motor Transport Service. Motor Transport Service continued fabrication, maintenance and repair of the Department's fleet of 1300 motorized units. The installation of special equipment is being completed on the last of 59 vehicles which were ordered in the fall of 1986 and received in 1987. These vehicles and associated equipment are the result of a thorough review of existing needs and development of specifications to satisfy these needs. Among the more innovative items currently in use are spread and dump bodies and soil augers to assist sign crews in the placement of posts. These new vehicles have been added to the fleet allowing MTS to retire 1967 through 1969 GMC's and International Harvesters which were at the limit of their service life.

State Aid Division. Effective July 1, 1981, the Joint Fund State Aid Program was repealed. Accumulated State Aid units raised by towns prior to January 1, 1981, and "new" units as necessary to complete projects under agreement prior to January 1, 1981, will be honored by the State as committed by towns to specific projects prior to November 1, 1981. Of the 19½ million dollars committed November of 1981, approximately 1¼ million dollars remain to be expended as of February 1987. Project work, as controlled under the old State Aid statutes and operating procedures, will continue until committed funds are exhausted. At this time there is no time limit on the expenditure of committed State Aid funds. This Division continued to administer the Capital Improvement Program which replaced the repealed State Aid Program.

LICENSES, PERMITS, ETC.

Permit:
- Road Opening
- Driveway Entrance
- Overlimit (Height, Weight, Width, Length) Vehicles
- Studded Tires

Certificate:
- Fuel Oil exemption

PUBLICATIONS:

Commercial Vehicle Limit Pamphlet — no fee

Regulations and Instructions Governing Overweight and Overdimension — no fee

Limiting Structures on State and State Aid Highways (Available from Bureau of Finance and Administration — $3.00; if mailed, $5.00)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINTENANCE AND OPERATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	26,938,698			25,529,459	195,250	1,213,989
Health Benefits	2,101,246			1,792,602	5,986	302,658
Retirement	5,138,832			4,321,200	30,051	787,581
Other Fringe Benefits	273,049			234,926		38,123
Other Contractual Service	17,274,661			4,373,050	48,348	12,853,263
Rents	18,780,699			18,297,362	86,398	396,939
Commodities	10,539,471			9,812,546	59,562	667,363
Grants—Subsidies—Pensions	17,277,408			17,162,137	—225	115,496
Purchases of Land	100,496			99,854	642	
Buildings and Improvement	163,388			163,388		
Equipment	6,946,732			6,528,144	418,588	
Interest—Debt Retirement	82			82		
Transfers to Other Funds	642,868			510,961	147	131,760
TOTAL EXPENDITURES	106,177,630			88,825,711	844,747	16,507,172

BUREAU OF PLANNING

PAUL J. MINOR, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3131
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 232; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 45 *Legislative Count:* 45
Organizational Units:
Systems Planning Division
Safety and Data Systems Division
Program Management Division

PURPOSE: The Bureau of Planning was established to ensure provision of adequate, safe and efficient highway transportation facilities and services that are essential to the economic growth of the State of Maine and the well-being of its people, through comprehensive planning assistance to the Commissioner of Transportation.

Through the authority vested in the Commissioner of Trasnportation, the Bureau is authorized to assist in the development of comprehensive, balanced transportation policy and planning to meet present and future needs for adequate, safe and efficient transportation. Primary emphasis is on highway planning efforts which are coordinated with planning for other modes of transportation. The Bureau is spokesman for the State representing the Commissioner before national, regional, state and local agencies, and groups of organizations, as is deemed necessary, to enhance and promote the transportation interests in Maine.

ORGANIZATION: In the State Government reorganization of 1972, the State Highway Commission was abolished and functions of the Division of Planning and Traffic were transferred to the new Department of Transportation, to be assumed by the Department's administrative Bureau of Transportation Planning and Services. The Bureau has continued to undergo revisions in its organizational structure to align for present and projected future demands of a state transportation network. In December, 1980, and in accordance with a recommendation of the Ernst and Whinney Management Study, a group incorporating accident safety records and other safety programming efforts was formed and assigned to the Bureau. In February, 1981, the title of the Bureau was changed by legislative action to the Bureau of Planning, and includes a Division of Systems Planning, Division of Program Management, and a Division of Safety and Data Systems.

PROGRAM: The Bureau remains structured and tied to the purpose and mandate of the transportation planning function of the Department and the programs of its divisions are as follows;

Systems Planning. The Division is responsible for transportation planning within the State, specifically for continuing transportation planning efforts in the Portland and Lewiston-Auburn, Bangor, and Kittery urban areas. Special transportation studies are also undertaken in rural and urban areas when necessary. In addition, the Systems Planning Division provides the Department of Environmental Protection with traffic engineering reviews in connection with the Site Location Law.

Program Management. This Division is rsponsible for the development of the MDOT biennial Transportation Investment Program and for Planning Bureau oversight of the implementation of programmed projects by the Bureau of Project Development. During FY 87 this function included the evaluation of candidate capital improvement projects for highways, bridges, rail-highway grade crossings and high accident locations; formulation of improvement strategies for candidate projects; establishing project priorities; financial analysis of funding needs and of available fund sources; and selection of projects allocating available resources to meet the goals of the biennial program. In addition, the Division began development of the 1990-91 biennium Transportation Investment Program and provided planning information to the Bureau of Project Development for implementation of the 1988-89 program.

Safety and Data Systems: This Division is responsible for the collection and compilation of data related to highways. Included are traffic volumes, vehicle classification, vehicle weights, speed monitoring, traffic accidents, and roadway inventory. In addition to providing information in the above areas in FY 87, the Division developed: the annual Highway Performance Monitoring System (HPMS) Report; the Highway Safety Improvement Program (HSIP) Report; the engineering portion of the Highway Safety Annual Work Program; and the annual certifications and reports for the 55-Speed Monitoring Program, and the Size and Weight Enforcement Program.

PUBLICATIONS: (Free)

Transportation Investment Program
Rail Safety Improvement Program
Highway Safety Improvement Program
Maine's Highway Needs 1986-1987

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are included with those of the Bureau of Finance and Administration, Department of Transportation.

OFFICE OF POLICY ANALYSIS

GEDEON G. PICHER, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2827
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229P; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 6 *Legislative Count:* 6

PURPOSE: To provide intensive analysis of selected areas and programs within the Department in order to assist the Commissioner in determining policy direction for the Department.

ORGANIZATION: The Office was administratively established in November, 1980 in response to one of the Ernst & Whinney Management Study recommendations. A permanent Director was assigned. Later a permanent Planning & Research Associate was added. Appropriate personnel from within other Bureaus and Divisions are assigned on a temporary basis to satisfy the analysis requirements.

PROGRAM: Completed projects include a Truck Issues Study, with legislation, implementation of relevant portions of Local Bridge legislation, expansion of the ski access law applicability, and organizational conversion of the Maine-New Hampshire Interstate Bridge Authority. Current work efforts include Bridge Management System Development, Management Information Needs Study, National Truck Uniformity Efforts, Truck Issues Activity and related legislation, National Highway Program Development and Financing, Coordination with the Maine Congressional Delegation, and a Highway Cost Allocation Study.

The Director of the Office of Policy Analysis serves as Chairperson of the New England Consortium Advisory Committee and assists the Maine Commissioner of Transportation who is the Chairperson of the Policy Committee.

Bridge Management System Development. A strategy and procedure to maximize bridge life and condition while minimizing use of resources in a manner somewhat analogous to Pavement Management. Background is being developed on the condition, age, and traffic on bridges, and long-term capital and maintenance costs are being developed. A significant part of that effort is related to the implementation of legislation resulting from the Local Bridge Study.

Management Information Needs. A study of Department Information Needs is being conducted. The purpose of the study is to provide a more effective and efficient means of collecting, summarizing, and disseminating the various types of information and data collected by the Department.

National Uniformity Efforts. Nationwide uniformity in the areas of truck registration, fuel tax payments, operating authority, permits, and vehicle dimensions is sought. The Office of Policy Analysis is actively implementing uniformity measures for the State.

Truck Issues Activity. Coordination of the activities of the National Governors' Association's Truck Advisory Committee, the Experimental Vehicle Committee, and other efforts related to truck issues.

National Highway Program Development & Financing. The Office of Policy Analysis is actively engaged in assuring that National Reauthorization Development & Financing Legislation preserves the interest of the highway program at National, State, and local levels.

Highway Cost Allocation Study. A study to update and refine cost responsibility and cost sharing among users of the highway system is being done. The result will be proposed legislation to move towards greater equity in the sharing of these responsibilities.

New England Consortium Advisory Committee. The Consortium, consisting of representatives of five New England States, including Maine, conducts research on transportation-related projects of regional significance. Studies have included such topics as Truck Permitting and Modern Methods of Bridge Deck Testing. The Advisory Committee reviews policy questions and makes recommendations to the Policy Committee, as well as prioritizing suggested projects and matching them with available funds.

PUBLICATIONS:

Maine Highway Cost Allocation Final Report, December 1982
Highway Cost Allocation Working Paper #'s 1-9
Commercial Vehicle Limits for Highway Use, Revised 1984
Maine Truck Size and Weights — Legislative History — March 1985
Overweight Violations in Maine — 1984
Local Bridges — Condition and Management Strategy — Feb. 1985
Final Report of the Truck Issues Advisory Committee, March 1986
Publications are available and free upon request.

FINANCES, FISCAL YEAR 1987: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

MAINE PORT AUTHORITY

DANA F. CONNORS, CHAIRMAN

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1951

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 398; *Citation:* 23 M.R.S.A., Sect. 4420

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Maine Port Authority was established to initiate and implement programs which will encourage and assist in the development, expansion and utilization of ports and port facilities in the State of Maine. The Authority is authorized to acquire, construct and operate piers and terminal facilities within the State through the proceeds of the sale of revenue bonds; and to conduct other allied activities in connection with port development as deemed necessary or desirable within the purview of the Authority as defined by public law.

ORGANIZATION: The Maine Port Authority originated in 1929 with the creation of the Port of Portland Authority to acquire, construct and operate piers and terminal facilities at the Port of Portland. In 1951, the Authority received its present name and its powers were expanded to include jurisdiction over the port at Bar Harbor. At that time, ferry service was installed by the Authority between Bar Harbor and Nova Scotia. In 1957, the Authority was given responsibility for operation of a ferry line between the mainland and the towns of North Haven, Vinalhaven, Islesboro and Swan's Island, in conjunction with a new Advisory Committee of Ferry Service, consisting of seven members appointed by the Governor. In 1959, the State's ferry service was further extended to include Long Island Plantation and the islands of Casco Bay, and in 1969, the powers of the Authority were expanded to include jurisdiction over development of all ports within the State.

State Government reorganization of 1972 placed the Authority within the newly-established Department of Transportation and transferred its powers and duties, except those relating to development of Maine ports and facilities and the conduct of allied activities, directly to the Department under the Division of Ports & Marine Transportation.

The Maine Port Authority consists of a board of 5 directors, who broadly represent the coastal areas of the State. Four directors are appointed by the Governor. The remaining director is the Commissioner of Transportation, who serves as chairman of the board of directors. The directors elect a treasurer and such other officers as the board of directors may from time to time deem necessary.

PROGRAM: The Maine Port Authority has a continuing interest in the potential development of all ports in Maine; and is available to participate in port activities where sound economic justification can be shown. Members of the Maine Port Authority during FY 87 were: Dana Connors, Chairman; Robert Keezer, Eastport; Kenneth McLoed, Bar Harbor; Joseph Casale, Portland; Donald Grant, Searsport.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Transportation Services.

BUREAU OF PROJECT DEVELOPMENT

RICHARD A. COLEMAN, DIRECTOR, BUREAU OF PROJECT DEVELOPMENT AND CHIEF ENGINEER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2055
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 246; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 665 *Legislative Count:* 665

Organizational Units:
Location and Environment
Right-of-Way
Construction
Design
Technical Services
Project Management

PURPOSE: The primary responsibility of the Bureau of Project Development is to develop the Department's capital improvement projects, once funding has been approved, through to construction completion. Certain Divisions within the Bureau; primarily Location and Environment, Technical Services, and Right-of-Way, also serve the Department and the public in non-project-related activities according to their particular expertise.

ORGANIZATION: The project development concept was begun as a part of the Department's reorganization in 1972 when the Project Development Unit was formed as part of the Bureau of Highways. In line with changes suggested by the Ernst & Whinney Management Study, the Bureau of Highways was abolished and several new Bureaus established, among them the Bureau of Project Development. The internal organization of the Bureau includes the divisions of Location and Environment, Design, Right of-Way, Construction, Technical Services, and Project Management. Each serves the major goals and responsibilities of the Bureau with some activities directly in support of the other Project Development Divisions. Also, demands are placed upon these Divisions for services by other units of the Department, other State agencies and the public.

PROGRAM: The Bureau of Project Development advanced 115 projects to the construction stage during the fiscal year. These projects had a contract value of approximately $60.0 million. The Department's overall capital improvement program continues to emphasize improvements to the existing transportation network rather than additions to it. Conscious efforts are made throughout the project development process to minimize the impact that construction of a project will have on both the surrounding natural environment and abutting property owners. The general goal is to provide the transportation system user with the most cost efficient improvement possible. Development of highway and bridge improvement projects continues at a steady pace. However, Federal funds for these projects remain in very short supply. Some of our most notable contracts during this period were: Bucksport-Verona, U.S. 1 Bridge ($4.6 million); Monticello-Bridgewater, U.S. 1 ($4.3 million); Turner, Route 4 ($2.1 million); Cambridge-Parkman, Route 150 ($2.1 million); Waldoboro, U.S. 1 ($2.1 million); Deer Isle-Sedgwick, Rte. 15 Bridge ($1.5 million) and Robbinston-Calais U.S. 1 ($1.6 million). These and other construction contacts account for improvements to some 160 miles of highway, 25 bridges and 30 intersection locations. Other programs and activities at the Division level are summarized as follows:

Location & Environment. This Division consists of two sections; the Location Section and the Environmental Services Section. Both sections directly support the Department's Transportation Investment Program and provide various services for the entire Department.

The Location Section has four Engineering/Technical Units. The Survey Group routinely performs all project related preliminary, preconstruction and construction survey activities. These activities currently are of sufficient magnitude that agreements for consultant survey services have been entered into with five (5) firms to provide up to five (5) contract survey crews. The Location Studies Group conducts location studies and analyses regarding alternative locations for highway and bridge projects and, as necessary, determines alignments to be surveyed by the Survey Group. The Photogrammetry Group provides aerial photo coverage and statewide survey control for the entire Department on an as needed basis. It also conducts special surveys such as those related to right-of-way monumentation control, noise and hydrographics; and performs required air and noise analyses. The Public Hearing Displays and Graphics Unit provides all public hearing displays and graphics as necessary for Departmental Investment Program projects. It also provides the necessary graphics for all reports, environmental or engineering required by the Division. All units provide assistance in special environmental studies on an as needed basis.

The Environmental Services Section has four Scientific/Technical Units. The Environmental Planning Unit provides initial environmental resource reviews for highway and bridge projects (214 proposed projects in fiscal year 1987), gathers and maintains natural and cultural resource data (over 65 categories mapped and filed); conducts special studies (water turbidity monitoring, visual impact assessment, environmental assessment); implements project wetland mitigation measures, plans and associated reports; analyzes environmentally-related legislative documents; reviews Federal and State environmental laws and regulations; and communicates with various environmental resource agencies and groups. The Environmental Studies Group provides required environmental documentation for Investment Program projects, coordinates with natural and cultural resource agencies and groups, recommends project mitigation and protection measures, and administers consultant environmental impact statement contracts. During 1986 the Environmental Studies Group (ESG) processed environmental documentation for over 150 federal funded highway and bridge improvement projects. Group members participated in workshops for construction and maintenance personnel concerning values and methods to minimize harm to aquatic resources. Coordination with the Construction Division, both prior to and during construction, has been significantly improved. ESG personnel selectively attended preconstruction conferences or provided written comments on environmental resources involved in the project. The Group reviewed Federal and State permit applications prior to their submission to regulatory agencies. ESG personnel participated in the preparation of two plans to mitigate for the loss of wetland habitats associated with highway projects. The Landscape Group makes project loam and seed recommendations; develops erosion control methods; does site design and prepares environmental permits for maintenance lots and rest areas; designs and inspects landscape projects; coordinates Operation Wildflower Program with Garden Clubs; conducts agronomic research; and has an important shared management role in the Bureau of Maintenance & Operation's weed and brush control program. The Group is presently conducting a rest area study for handicap accessibility and prototype design for toilet systems in rest areas. The Group presently has 6 landscape projects underway and is involved in weed and brush control along 9,700 miles of roadway. The Well Claims Group supports both Transportation Investment and Maintenance Programs primarily by investigating claims of damage to private water supplies. The Group is currently developing a prioritization system for replacing underground storage tanks and is participating, in an advisory capacity, in the sand-salt storage building program. During fiscal year 1987 the group obtained 439 samples for analysis; investigated 49 Well Claims; accomplished 25 preconstruction project reviews; drilled or dug 9 wells; and otherwise compensated 21 property owners. The Group is also responsible for special studies such as ongoing monitoring of the impacts of construction projects on surface water (6) and on ground water (2), and of salt storage facilities (14). The Group also acted as hydrogeological consultant to the State Aid Highway Program, the Maintenance Divisions, and Legal Services.

Design. Numerous future objectives have required comprehensive investigations for several facilities, the most outstanding of which is the preliminary engineering to determine the location and ship channel clearance for the replacement of the 71 year old "Million Dollar" Bridge spanning the Fore River between South Portland and Portland. Also, to help stimulate industrial development designs have been continued to provide additional access roads to the Maine Turnpike in Scarboro and Lewiston. Traffic congestion in Topsham, Brunswick, Winslow and Waterville has required the consideration of future river crossings to carry traffic more easily and reduce the traffic volumes in urban areas. Each of these aforementioned activities has required the use of private consulting engineers to supplement DOT engineering forces. Continuing a policy of accommodating local needs, the Department has included downtown utilization designs in numerous urban highway projects including work in Ft. Fairfield, Bridgton, Farmington, Bucksport and Machias.

Right-Of-Way. This Division supports the Department's capital improvement efforts in several ways. Direct support of the project development process for highway and bridge improvements required the preparation of right-of-way plans for 58 projects involving the appraisal and negotiation of 1049 parcels with a total appraised value of $3,049,040.00. The Division administered the Department's $1.8 million Railroad-Highway Grade Crossing Improvement Program. Other related activities include the preparation of State Claims Board Hearings, Superior Court cases, and Municipal/State agreements. Responsibilities outside the development of capital improvement projects to construction occupied a great deal of the Right-of-Way Division's resources. Division personnel removed 822 illegal and abandoned signs without compensation, and issued 6091 Official Business Directional Sign Permits. Approximately 2800 permits accommodating utilities within the highway right-of-way were issued and over 3800 requests for information regarding highway rights-of-way were processed. Ten (10) railroad hearings were conducted, resulting in drafting decrees for the Commissioner's consideration and issuance. Twenty-seven (27) parcels/pieces of excess Departmental real estate were sold.

Construction. During Fiscal Year 1987, the Construction Division, through its administratively created divisions, assumed contract administration, construction engineering and construction inspection responsibility for seventy-two contracts amounting to an estimated $54,200,000.00 as follows:

20	Complete highway construction contracts (including bridges)
20	Highway paving contracts
2	Highway intersection improvements contracts
10	Bridge construction contracts (including approaches)
2	Bridge deck rehabilitation contracts
5	Traffic signal contracts
2	Roadside improvements contracts
1	Pavement markings contract
2	Highway lighting contracts
6	Bridge rehabilitation contracts
1	Bridge rail & lighting contract
1	Retaining wall & embankment stabilization contract

Technical Services. This Division consists of two major subdivisions: Research and Development, Geotechnical and Materials; plus the Technology Section.

The Research and Development Subdivision is responsible for research concerning materials and methods used in the construction and maintenance of highways and bridges. In addition to formal research, it provides a wide variety of support services to the department such as technical reviews, problem solving, specifications, d~~esign reco~~mmendations, new product evaluation, and pavement management activities. It also administers a continuing program for the use of experimental products that are incorporated and evaluated in construction projects. Research and Development is subdivided into two sections: the Roadway Section and the Structures Section. In addition, an electronic group is housed in Pittsfield at the Maine Facility.

During the past year investigations were concluded and final technical reports published on the following projects:

Establishing Legume Transplants on Highway Backslopes; Seasonal Variation for Structural Strength Value; Evaluation of Early AASHO (ASSHTO) Designed and Other Selected Old Projects

Interim reports for on-going studies were published for the following:

FHWA Demonstration Project #966 Automated Traffic/Truck Weight Monitoring Equipment (Weigh-In-Motion)

The following experimental construction projects were also initiated:

Experimental Bituminous Concrete Overlay of I-95 from Newburgh to Bangor, Maine, Utilizing Latex and/or Plastic Granular Extenders as Additives; Experimental Utilization of a Fabric-Asphalt Crack Reduction Pavement Interlayer in Paris, Maine.

The Geotechnical and Materials Subdivision includes the following three sections:

The Field Quality Control Section is responsible for providing a testing service to other Divisions within MDOT. During the past year a total of 87 projects required the services of this group. There were 71 bituminous and concrete plants inspected and certified to provide materials for the construction of MDOT projects. Pipe was supplied by 12 different suppliers and each product monitored for quality and workmanship. A total of 30 personnel completed approximately 8,845 tests for acceptance. In addition, nearly 985 independent assurance samples of 49 different products were tested.

The Geotechnical Section conducted subsurface investigations for all projects for which the Design Division required subsurface information. Soils reports, materials, inventories, drainage studies, and engineering soils maps were prepared to aid the engineers and contractors in the design and construction of the projects.

The Central Laboratory Section is responsible for providing testing services for those products not able to be tested in the field. The laboratory performs both chemical and physical testing. Tests are performed by American Association of State Highway and Transportation Officials (AASHTO) and American Society for Testing Materials (ASTM) methods on soils, aggregate, bituminous materials, cement, concrete, pipe and miscellaneous highway materials. The laboratory is regularly inspected by AASHTO Materials Reference Laboratory (AMRL) and Cement and Concrete Reference Laboratory (CCRL) to insure the quality of the testing.

The Technology Section is newly initiated and its current primary activity is the development and administration of the Rural Technology Transfer Program. This program was started in the Spring of 1986 solely with State funds but was approved for FHWA matching funds at a total operating budget of $125,000 per year with a two year contract starting January 1, 1987.

The Technology Transfer (T^2) Program is a nationwide effort jointly funded by the Federal Highway Administration (FHWA) and the various State Departments of Transportation as an outgrowth of the FHWA Rural Technical Assistance Program (RTAP). The main focus of the program is to take technical information on rural roads, streets, bridges, and public transportation and put it into a form such that it can be put to practical use by local government personnel.

To date the T^2 Program has assembled a mailing list with approximately 1,200 entries, distributed two newsletters on a quarterly basis, developed and conducted a major one-day workshop on *Roadway Fundamentals for Municipal Officials*, and organized a one day workshop on *Principles of Construction of Quality Bituminous Pavements*. The Roadway Fundamentals workshop was presented last Fall at six locations around the State and repeated at four more this Spring. The reaction to the initial efforts of the T^2 Program by local participants has been excellent. One hundred percent of those attending believed that attending the workshop was time well spent and 93 percent believed that their town would save money as a result of their attendance.

A nine-member Advisory Committee has been established to assist in assuring that the overall goal of assisting Maine towns in dealing with local transportation problems is realized to best advantage. Planning for several new workshops to be presented during 1987 and 1988 is underway.

Project Management. This Division provides support to the Bureau by developing and maintaining project schedules, monitoring the availability of State and Federal funds, and making sure projects proceed completely and efficiently through the project development process. The Division has major responsibility for the management of a Program/Project Management Information System (PROMIS). This system provides a computer oriented database for project development and funding data. Use of this new system has had a very positive influence on management decision-making as it relates to the dynamics of project development. Additional phases of PROMIS will allow an assessment of manpower impacts as new Capital Improvement Programs are developed, as well as provide automatic capabilities to gauge the affect of changes in any system variable (program level, budget cost, schedule, etc.) on the other variables.

LICENSES, PERMITS, ETC.:

Permit:
- Outdoor Advertising
- Utility Location

PUBLICATIONS: (Provided free upon request)

86-2 Establishing Legume Transplants on Highway Backslopes (final)
86-4 First Field Trials with Sulfur Extended Asphalts (SEA) Binders in Maine (final)
86-5 Seasonal Variation for Structural Strength Value (interim)
86-6 Evaluation of a Capacitance Type Portable Weigh-In-Motion Device (final)
86-7 Weigh-In-Motion Instrumentation of a Bridge (final)
86-9 FHWA Demonstration Project #966 Automated Traffic/Truck Weight Monitoring Equipment (interim)
87-1 Evaluation of Early AASHO (AASHTO) Designed and Other Selected Old Projects (final)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PROJECT DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	13,621,098			6,833,618	6,787,480	
Health Benefits	716,444			330,676	385,768	
Retirement	2,407,411			1,224,005	1,183,406	
Other Fringe Benefits	47,245			47,245		
Other Contractual Service	4,081,082			1,783,517	2,297,565	
Rents	1,177,034			1,020,842	156,192	
Commodities	1,745,883			1,844,855	—98,972	
Grants—Subsidies—Pensions	—691,711			—1,375,932	684,221	
Purchases of Land	1,772,270			1,008,190	764,080	
Equipment	56,097,841			13,904,032	42,193,809	
Interest—Debt Retirement	16,173,562			16,173,562		
Transfers to Other Funds	303,783			276,535	27,248	
TOTAL EXPENDITURES	97,451,942			43,071,145	54,380,797	

OFFICE OF PUBLIC INFORMATION & MAPPING

JOHN M. STANLEY, ASS'T. TO THE COMMISSIONER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2672
Established: 1984
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 2291; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: To provide information about Department programs, policies and procedures through internal and external information programs; to provide mapping services for Department and public needs; to provide Departmental graphic arts services; and to conduct other related activities.

ORGANIZATION: This Office was administratively established in 1984, replacing the Special Services Division formerly within the Office of Human Resources and Special Services.

PROGRAM: The Office is responsible for creating, conducting and evaluating external and internal public information programs. Typical efforts included preparation and distribution of news releases, pamphlets, booklets and other printed material; authorship of speeches and presentations; publication of an employee newsletter; editing of material prepared by other Bureaus/Divisions/Offices; support services for various special events; and, other special projects as assigned. In addition, the Office created and distributed general and specialized maps for Departmental use and distribution to the general public. Major mapping efforts include: County Inventory Maps showing transportation features by MDOT designation, County Culture Maps showing general pavement condition and man-made features, and Urban Maps showing large-scale details within urban areas of Maine. Other specialized maps were created as needed to meet Departmental needs. The Office also provided graphic arts support for all MDOT Bureaus, Offices and Divisions.

PUBLICATIONS:

County Maps (Large Scale $1.00, Small Scale $.15)
Urban Maps ($.75)

Minor Civil Division Maps: (Large Scale $1.00, Medium Scale $.15, Small Scale — Free)
Highway Systems Map (Free)

FINANCES, FISCAL YEAR 1987: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance & Administration, Department of Transportation.

BUREAU OF TRANSPORTATION SERVICES

RUSSELL W. SPINNEY, DEPUTY COMMISSIONER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2841
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: June 25, 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 243; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 87 *Legislative Count:* 87

PURPOSE: The Bureau of Transportation Services was established to plan and develop adequate, safe and efficient integrated public transportation facilities and services which contribute to the economic growth of the State of Maine and the well being of its people, with particular emphasis to low income, elderly, and handicapped individuals. The Bureau conducts a continuing analysis of the amount and quality of air service being provided in the State. The Bureau promotes the advancement of aviation interests, airport development, and administers the operation and maintenance of the Augusta State Airport.

The Bureau undertakes and directs planning studies in regard to the development and improvement of cargo handling facilities at Maine Ports, the development of the Fish Pier Construction Program, and the State Ferry Service. The Bureau also undertakes a continuing analysis of the Maine Port traffic, pier and wharf construction, and cruise ship activities. The Bureau is also charged with the responsibility of developing a biennial capital improvements program for ports and the ferry service and administers the operation and maintenance of the State Ferry Service, and the port and pier facilities within the jurisdiction of the Department.

The Bureau reviews, in cooperation with the Department of Human Services and Mental Health and Corrections, an annual operations plan developed in each of eight regions into which the State has been divided. The objectives include achieving maximum feasible coordination of funds among all state agencies that sponsor transportation, encourage the participation of private transportation operators in the service to the greatest possible extent. State assistance includes: planning and technical assistance to regional operators in the development of annual operations plans, capital assistance for the acquisition of equipment and operating assistance to defray operating deficits for essential service.

The Bureau administers the Local Rail Service Assistance programs of the Federal Railroad Administration which provides assistance in the rehabilitation of light density lines that might otherwise be abandoned. An approved state rail plan is required to maintain eligibility, and periodic updates are required to establish project eligibility and approval. In addition, the Bureau has been assigned the responsibility of administering the rail safety laws of the State including accident investigations, and a continuing review of the condition of the rail lines within the State in addition to those specific areas designated by law. The Bureau manages leased, abandoned railroad rights of way and state-owned rail lines.

The Bureau also provides the resource for participation by the State of Maine in regulatory matters affecting transportation, which includes the submission of statements (testimony) before federal regulatory agencies, in particular the Interstate Commerce Commission, Civil Aeronautics Board, and the Federal Maritime Commission.

ORGANIZATION: The Bureau of Transportation Services includes the Divisions of Aeronautics, Rail Transportation, Ports and Marine Transportation, and Public Transportation. The programs and activities of the several divisions are as follows.

PROGRAM:

Aeronautics Division. During this fiscal year, programs continued in fulfilling the objectives of the 1979, 1981, 1983, and 1985 Bond Issues for Capital Improvements to Airports. Working closely with the Federal Aviation Administration (FAA) $5.3 million dollars of Federal funds were received for improvements at Maine's 40 publicly owned airports. Combined Federal, State and local funds allowed for a total program of $6.2 million dollars. The Maine Department of Transportation entered into a contractual agreement with the FAA for the inspection of 60 airports and for the updating of the Airport Master Records. Additionally, the Division of Aeronautics investigated 20 aircraft accidents; reimbursed 34 sponsors of publicly owned airports for a portion of their snow removal costs for a total outlay of $181,447; registered 1,013 aircraft, 74 airports, and collected $112,525 in excise taxes in behalf of Maine communities. The Augusta State Airport is served by three commuter airlines, and total passenger enplanements and deplanements were approximately 18,000. The new Executive Aircraft continued to be used frequently by State officials, logging nearly 400 hours.

Rail Transportation Division. Federal Railroad Administration rehabilitation projects have been completed on the Boston & Maine Corporation, the Belfast and Moosehead Lake Railroad, the Maine Central Railroad, and the Bangor and Aroostook Railroad. Rehabilitation projects are ongoing on the Aroostook Valley Railroad and the Bangor and Aroostook Railroad. The Department acquired the former Calais and Rockland Branchlines of the Maine Central Railroad. Attempts will be made to reestablish rail service on these lines. The Division recently assumed responsibility for the Federal 203 rail grade crossing program.

Public Transportation Division. During fiscal year 1987, the Division continued to provide for the development and maintenance of a surface transportation system with emphasis placed on the State's low income, elderly and handicapped residents. Administration of the program revolves around Federal and State subsidies to transportation providers located through the State. During fiscal year 1987, the Division contracted with 25 different transportation providers. State funds consisted of $400,000 provided from the General Fund and was used primarily in conjunction with local funds for the necessary match of the Federal subsidy program. The Federal program consisted of five separate grants totalling approximately $3,757,240 and with the match provided approximately $11,455,009 for projects. This funding was used for planning, capital equipment and operating expenses within the various public transportation projects.

Ports & Marine Transportation Division. Major corrective work was completed on the vessels, terminals, and operations of the Maine State Ferry Service. Resource assistance was provided to the Ferry Service Advisory Committee, and tariffs are maintained and published governing rates and charges of the State Ferry Service. A new Ferry was constructed and will go into service on the Lincolnville-Islesboro route in July, 1987. During the calendar year 1986, the State Ferry Service transported 115,300 vehicles and 320,537 passengers between the three mainland and six island terminals. A full Environmental Impact Study was completed for the Sears Island Cargo Facility Project.

The Division is also directing implementation of the State Fish Pier Program. To date, Saco, Kennebunkport, Vinalhaven, Eastport, Stonington and Portland are complete. Rockland will be completed during the summer of 1987. The Division is working to improve the flow of import-export cargo through Maine ports. It is also working with existing operators, evaluating current capabilities to handle existing cargo, and developing plans for the design and construction of new and expanded port facilities. The Division is also working with Casco Bay Lines on a new terminal, new vessel and fleet improvements. The Division is conducting an inventory of the waterfront infrastructure along the coast. Finally, the Division, working with the Army Corps of Engineers and the Town of Jonesport, assisted in the planning for a major new breakwater and anchorage in Jonesport. Construction is expected to start during the summer of 1987.

LICENSES, PERMITS, ETC.:

Permit:

Dispersal of Chemicals by Aircraft
Firing or Launching of Rocket or Missile

Commercial Temporary Landing Area—Land
Commercial Temporary Landing Area—Seaplane
Certificate:
Aircraft Registration
Certificated Air Carrier Airport Registration
Commuter Air Carrier Airport Registration
Commercial Registration—General Aviation I—Airport, Seaplane Base, Heliport
Noncommercial Registration—Heliport
Noncommercial Registration—General Aviation II—Airport, Seaplane Base
Airport Dealer's Registration—Franchise
Airport Dealer's Registration—Broker

PUBLICATIONS:

Guidelines for the Development of Annual Operations Plan
Public Transportation Management Plan
Ferry Service Tariff — No Fee
Maine Ports — Brochure — No Fee
Railroad Transportation Policy and Plan—No Fee
Ferry Service Schedule—No Fee
Analysis and Action Strategy for Select Surface Passenger Transportation in Maine—No Fee

FINANCES, FISCAL YEAR 1987: The following financial display was generated from the unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TRANSPORTATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,283,795	182,626				1,101,169
Health Benefits	73,199	8,742				64,457
Retirement	219,452	32,253				187,199
Other Fringe Benefits	9,066	865				8,201
Other Contractual Service	1,501,957	115,848	64,938	264	40,316	1,280,591
Rents	12,237	611				11,626
Commodities	84,226	2,040	29			82,157
Grants—Subsidies—Pensions	4,360,410	784,578	122,561	1,006,995	2,085,550	360,726
Buildings and Improvement	346,265	171,650	791		173,824	
Equipment	2,693,216	40,217			1,825,674	827,325
Interest—Debt Retirement	8					8
Transfers to Other Funds	1,745,456	1,727,909	397		409	16,741
TOTAL EXPENDITURES	12,329,287	3,067,339	188,716	1,007,259	4,125,773	3,940,200

(OFFICE OF) TREASURER OF STATE

SAMUEL D. SHAPIRO, STATE TREASURER
MAURICE F. STICKNEY, Deputy Treasurer

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2771
Mail Address: Statehouse Sta. #39, Augusta, Maine 04333
Established: 1820 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 28; *Unit:* 248; *Citation:* 5 M.R.S.A., Sect. 121
Average Count—All Positions: 15 *Legislative Count:* 15

PURPOSE: A constitutional officer, the Treasurer of State is authorized to receive and keep records of all items of income accruing to the State; to deposit such items in banks, reconciling said balances and temporarily investing idle funds; to sell bonds of the State as provided by law and keep records pertaining to such debt; to maintain monthly exhibits concerning these monies; to enter into contracts or agreements with banks for custodial care and servicing of negotiable securities belonging to the State; and to establish accounts with such banks for servicing State agencies. Effective January 1979 the Treasurer undertook the administration of the Abandoned Property Program. The Treasurer also serves on the Maine Municipal Bond Bank, Maine State Housing Authority, Maine State Retirement System, Finance Authority of Maine and the Health and Higher Education Loan Authority Boards.

ORGANIZATION: The Treasurer of State, established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. The chief clerk in the office of the Treasurer of State is designated by law as the Deputy Treasurer of State, to perform the duties of the office of Treasurer in the event of a vacancy or other absence.

PROGRAM:

Cash Management. In a typical year, nearly 3,000,000 State checks will be distributed by the Treasurer's office through the State and federal postal system to payees. They represent all state disbursements except for unemployment compensation. These checks are valid for 180 days from the date of issue. Upon request, checks may be validated for an additional period.

Other duties include stop payment orders and the provision of photocopies of cancelled checks. The department also processes claims for the checks that are lost in the mails, or which bear forged endorsements, and issues new checks to authorized payees. Each year several hundred delete and make-over checks will be handled. Approximately fifty demand deposit accounts with Maine banks are maintained and administered by the office. These bank accounts are reconciled by Treasury employees and utilized by various departments, agencies and liquor stores in every sizeable Maine community for the deposit of income to the credit of the State. Three of these accounts are also used for disbursements.

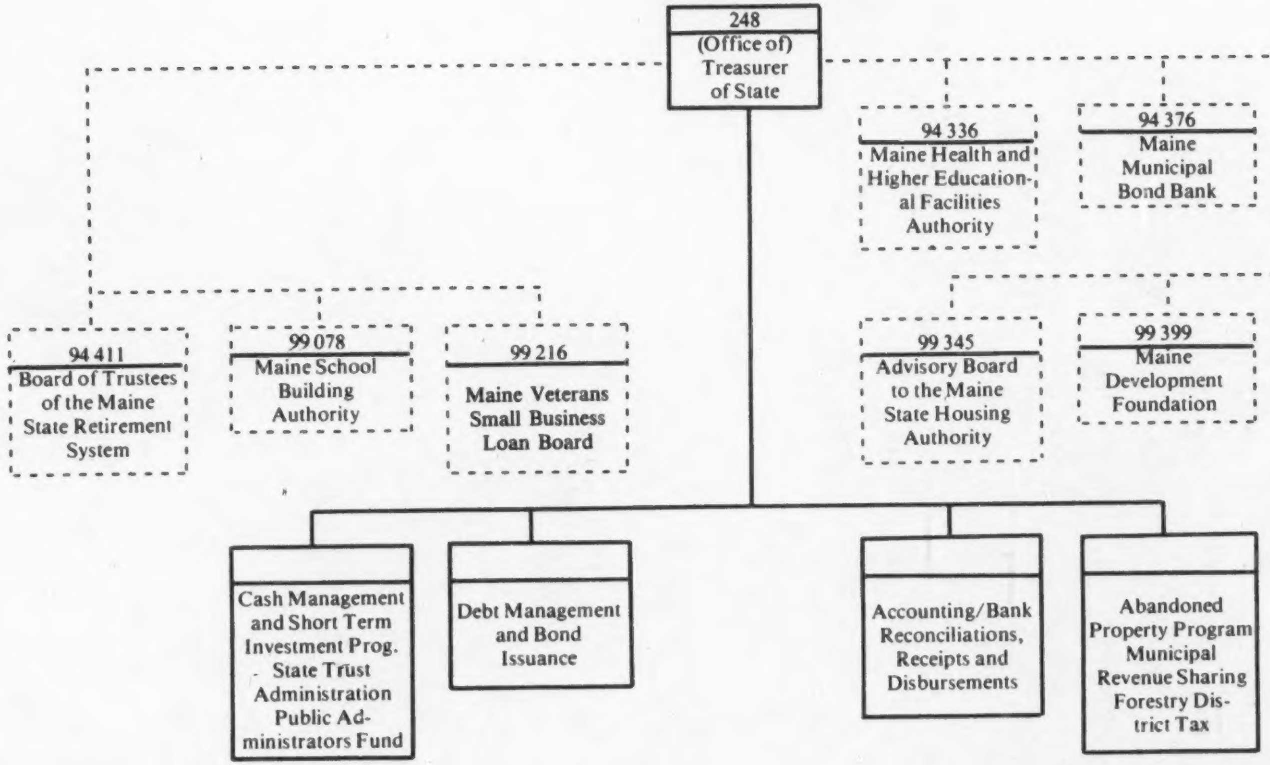
The basic unit of cash income management is the income statement. State agencies file over 36,000 of these reports each year together with the funds or deposit tickets from a State bank depository. This office processes these reports so that State income can be properly recorded.

Bad checks received by agencies of the State — those checks lacking proper signatures, having insufficient funds, or otherwise defective — are returned to the office. These return items are classified and charged back to the State agency which accepted them. In a year's time, an average of 3,000 bad checks will be processed.

A further duty is the sorting and mailing of some 125,000 warrants each year. These reports are sent to the various State agencies to indicate payment information of various bills which have been paid for them with State funds.

Investment Management. Both short-term and long-term investment programs are administered by the department. Every working day, the cash position of all State funds is determined. A minimum uninvested balance is calculated as an inherent part of this program. A portion of this available balance is sufficient to compensate the banks for their costs in providing banking services to the State. Any excess cash is immediately invested in certificates of deposit with Maine banks, prime commercial paper or U.S. Government securities which mature in less than 24 months and prime banker acceptances and repurchase agreements with Maine banks.

ORGANIZATIONAL CHART
(OFFICE OF) TREASURER OF STATE
UMB 28


248
(Office of) Treasurer of State
94 336
Maine Health and Higher Education-al Facilities Authority
94 376
Maine Municipal Bond Bank
94 411
Board of Trustees of the Maine State Retirement System
99 078
Maine School Building Authority
99 216
Maine Veterans Small Business Loan Board
99 345
Advisory Board to the Maine State Housing Authority
99 399
Maine Development Foundation
Cash Management and Short Term Investment Prog. State Trust Administration Public Ad-ministrators Fund
Debt Management and Bond Issuance
Accounting/Bank Reconciliations, Receipts and Disbursements
Abandoned Property Program Municipal Revenue Sharing Forestry Dis-trict Tax

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 87
TREASURY DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	335,620	335,620				
Health Benefits	18,436	18,436				
Retirement	58,775	58,775				
Other Fringe Benefits	1,158	1,158				
Computer Services—State	31,119	30,977	142			
Other Contractual Service	193,566	192,131	1,435			
Commodities	26,310	26,310				
Grants—Subsidies—Pensions	49,636,300		49,636,300			
Equipment	533	533				
Interest—Debt Retirement	39,416,779	39,416,779				
Transfers to Other Funds	338		338			
TOTAL EXPENDITURES	89,718,934	40,080,719	49,638,215			

A bidding process is followed for bank certificates of deposit to obtain the highest interest yield for the State. Other investment considerations are safety and liquidity in determining the different forms and maturities of investments. The economic value of investments in Maine dictates the maximum consideration of investments within the State. Each year over twenty million dollars of investment earnings are received and credited to the State as a result of this short-term investment program.

Long-term investments comprise the various trust funds, principally the Governor Baxter Trust, the Lands Reserved Trust, and the Common Trust. A contract for custody and management has been entered into for a five year period with a Maine bank. Periodically, the State Treasurer and the other officials designated by law supervise these investments and meet with the trust officers from the bank. Recordkeeping and general administrative details are carried out by the staff of the department. Income from the trusts is turned over to the various State departments and local municipalties at regular intervals.

The department has several investment custodian responsibilities as well. Construction contractors may deposit securities as collateral for the payment of retainage. The recordkeeping and payment duties are carried out by the office staff. Similarly, escheated estates, guaranty deposits, and unclaimed and liquidating dividends are administered by the department. Court orders, correspondence and general supervision are maintained to insure the effective discharge of these responsibilties.

Debt Management. Short-term and long-term borrowing is a major program. In a typical year, several million dollars of temporary notes and several million dollars of bonds will be sold to provide funds for State needs. This office prepares the proposals, obtains the necessary approvals, obtains printing of the bonds or notes, receives bids, and delivers and closes the sale. Records are maintained of maturities and interest payments on the nearly $296,000,000 of outstanding State debt. The payments to the fiscal agent for notes, bonds and coupons that mature are initiated here. The cancelled paid items are verified and prepared for cremation. In a year's time, over 120,000 interest coupons and 3,500 bonds plus numerous notes will be processed in this manner. Periodically, the paid debt items are cremated and formal certifications issued for record purposes. In 1984 Registered Bonds replaced Coupon Bonds. There is now $100,000,000 of Registered Bonds outstanding.

Providing information services to credit rating agencies, banks, investors, underwriters, and others is part of this program. These activities are conducted on a continual basis throughout the year.

An important part of the duties of Treasurer derives from membership on various state boards and commissions that effect the size of state debt. A member of all such boards, the Treasurer is able to monitor the size of all debt affecting the State and may comment on and bring influence to bear on the creation of additional debt. The Treasurer is an ex officio member of the Maine Municipal Bond Bank, the Maine Guarantee Authority, the Board of Trustees of the Maine State Retirement System, the Small Business Loan Authority Board, the Maine School Building Authority, the Maine Health Facilities Authority, the Maine State Housing Authority, and the Maine Veterans Small Business Loan Authority Board.

General Management. Miscellaneous financial responsibilities have been assigned to the department through the years. For example, the administration of the State-Local Revenue Sharing program is administered by the office of the Treasurer. Each month 5.1% of the amounts collected from the income and sales taxes are placed in a special account. The following month these funds are paid to municipalities as State assistance.

Other responsibilities include maintaining control records for taxes assessed and reported by the State Tax Assessor.

Abandoned Property. The Treasurer implemented an abandoned property division to protect the interests of the citizens of the State of Maine both as to local properties and out of state intangible properties which are reported to the Treasurer. The division has a supervisor, 2 examiners and an office staff of 2. In 1987 $2,125,000 of abandoned property was reported to the Treasurer of which $785,000 was paid to the owners by the holders and the State. An on-going effort is made to find the owners of remaining funds. The funds are custodial and the Treasurer will honor claims indefinitely.

PUBLICATIONS:

Official Statements prior to sales of State bonds and notes, no charge.

Abandoned Property Listing — Maine Citizens — no charge — on location State Treasury.

Issued State Debt since inception of Bond Program.

FINANCES, FISCAL YEAR 1987: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

TRAVEL INFORMATION ADVISORY COUNCIL

WILLIAM J. GINN, CHAIRMAN

Central Office: c/o Jack Brown, Div. of Rights-of-Way, Department of Transportation, Statehouse, Augusta, Maine *Telephone:* 289-2391
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: October 1977 *Sunset Review Required by:* Not Established
Reference: Policy Area: 07; *Umbrella:* 92; *Unit:* 379; *Citation:* 23 M.R.S.A., Sect. 1904
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The prupose of the Travel Information Advisory Council is to advise the Department of Transportation on the implementation of the Maine Travel Information Law, which provides for the removal of billboards along highways in the State of Maine, and the implementation of new sign systems and new means to provide tourist and traveler information in order to replace billboards.

ORGANIZATION: The Travel Information Advisory Council has 9 members appointed by the Governor for two-year terms as follows: one representing the lodging industry, one representing the restaurant industry, one representing the recreational industry, one representing the Keep Maine Scenic Committee, one representing environmental organizations, one representing nonprofit historical and cultural institutions, one representing the general public and one representing sign design and fabrications artisans. All members are appointed by the Governor with the chairman being designated.

PROGRAM: The Advisory Council will continue to be involved in implementing the program of off-premise business directional signs which will allow for a tasteful yet functional tourist information system throughout the state. The Council will also be involved in advising the Department of Transportation on the removal of billboards as specified in the statutes. Further, the Council plans to work closely with the Department in drafting a new approach to tourist and vacation services for the State of Maine, which will include not only the standardized directional signs, but new manned information centers, annotated maps, and unmanned information displays.

PUBLICATIONS: The Department of Transportation, in conjunction with the Advisory Council, has prepared regulations for off-premise business signs which are available from the Right of Way Division of the Department of Transportation.

FINANCES, FISCAL YEAR 1987: 23 M.R.S.A., Section 1925 provides that expenditures of this unit shall be borne by the Department of Transportation.

MAINE TURNPIKE AUTHORITY

DAVID H. STEVENS, SECRETARY-TREASURER & EXECUTIVE DIRECTOR

Central Office: 430 Riverside St., Portland *Telephone:* 207-871-7771
Mail Address: 430 Riverside St., Portland, Maine 04103
Established: 1941 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 99; *Unit:* 420; *Citation:* 23 M.R.S.A., Sect. 1963
Average Count—All Positions: 300 *Legislative Count:* 0

PURPOSE: This Authority was created to facilitate vehicular traffic in Maine by constructing, operating and maintaining the turnpike.

ORGANIZATION: The Authority consists of 4 members plus the commissioner of the Department of Transportation who is an ex officio member. These 4 members are appointed by the Governor. The Governor appoints a chairman from this group of 4. The Authority is empowered to elect a secretary-treasurer and an executive director.

The Maine Turnpike Authority is a body both corporate and politic, and is an independent agency created by the Legislature.

PROGRAM: Throughout the year the Authority has maintained and operated the Turnpike through its collection of tolls, and supplements selected D.O.T. programs for access roads to the Turnpike and along the corridor.

LICENSES, PERMITS, ETC.

The Maine Turnpike Authority issues permits which authorize oversize loads and overlimit loads. The fee for the permits is $10.00.

PUBLICATIONS: Maine Turnpike *Rules & Regulations* Governing the use of Turnpike.

FINANCES, FISCAL YEAR 1987: The Bureau of the Budget does not maintain comprehenisve fiscal data relative to this unit.

BOARD OF TRUSTEES UNIVERSITY OF MAINE SYSTEM

RICHARD I. MORIN, Chairman
ROBERT L. WOODBURY, Chancellor

Central Office: 107 Maine Ave., Bangor *Telephone:* 947-0336
Mail Address: University of Maine System, 107 Maine Avenue, Bangor, Maine 04401
Established: 1865 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 421; *Citation:* 1967 P&SL Chap. 229
Average Count—All Positions: 3,937

Organizational Units:
Board of Trustees
Office of the Chancellor
System Wide Services
University of Maine at Augusta (UMA)
University of Maine at Farmington (UMF)
University of Maine at Fort Kent (UMFK)
University of Maine at Machias (UMM)
University of Maine (UM)
University of Southern Maine (USM)
University of Maine at Presque Isle (UMPI)
Maine Public Broadcasting Network (MPBN)

PURPOSE: The University of Maine System is the state university of Maine. It provides undergraduate, graduate, and professional education in a variety of fields, conducts research and performs public service for the people of the State.

The University of Maine System was established to "develop, maintain and support a structure of public higher education in the State of Maine which will assure the most cohesive system possible for planning, action and service in providing higher education opportunities..." (M.R.S.A., Title 20, § 2251). Its Board of Trustees is authorized to provide through its institutions an organized program of instruction, research, and service and award academic degrees; to ensure the academic freedom of its faculty; to recognize the eligibility of all Maine citizens with high school diplomas or equivalent for the benefits of higher education; to assign a high priority of funds to programs in support of citizens considered economically, educationally, socially, and culturally disadvantaged; to research and evaluate the effectiveness of the delivery of higher education opportunities; to maximize the use of federal funds to further the mission of the University; and to make effective use of available resources for the operation of programs for the nontraditional, part-time learner.

Further, the Board of Trustees is empowered by its charter to appoint a Chancellor as chief administrative and academic officer and, on the nomination of the Chancellor, appoint campus Presidents; approve and prepare the operating and capital budgets of the University; accept the responsibility for governance and planning for public higher education; enter into contracts with the State and municipalities; appoint instructional personnel; establish the qualifications for admission; establish a college of medicine; and annually report all receipts and expenditures on account to the Legislature.

ORGANIZATION: The 103rd Legislature, recognizing the need for a more cohesive system of public higher education, voted to combine all units of the State College system and OPAL — Orono, Portland, Augusta, Law School. The result was the creation of the consolidated University of Maine System in 1968, with a single Board of Trustees.

The Portland and Augusta branches remained under the Orono campus's administrative umbrella at the time of the 1968 merger, but Portland became a separate campus in 1970 and Augusta followed one year later. Portland and Gorham were made a single campus in 1972 and in 1978 the name was changed from University of Maine at Portland/Gorham to the University of Southern Maine. In 1986 the University of Maine was renamed the University of Maine System and the University of Maine at Orono's name was changed to University of Maine.

PROGRAM:

Instruction. The University of Maine System is a multi-campus system providing a comprehensive program of offerings. Program levels include the associate, baccalaureate, master's, certificate for advanced study and doctoral programs, including the professional degree in law. Academic programs include offerings in arts and sciences, agriculture, business, education, life sciences, and engineering.

Fall 1986 enrollment in all University programs totaled 28,964 and 4,130 persons were awarded degrees in 1985/86. The growth in numbers of part-time and adult learners reflects significant changes in the missions of all of the campuses. While the full-time, day-time, campus-based and younger student is still central in the Trustees' concerns and plans, the new emphasis on part-time learners has led to better integration of all types of students.

The University carries out its general mission to the State by assigning specific activities to each of its seven campuses and their respective academic and administrative units. These responsibilites have been established on the basis of such criteria as: 1) insuring a solid core of general studies; 2) building centers of excellence and expertise in specialized fields; and 3) responding to the unique cultural, agricultural, and industrial needs of regions.

Public Service. Public service is a significant component and the range of its activities has brought the University into closer contact with Maine residents through the use of campus facilities, research capabilities, and faculty talent in direct support of community and individual needs throughout the State. Two major examples are reflected in the Cooperative Extension Service (CES) and the Maine Public Broadcasting Network (MPBN). CES is a product of federal, state, and county governments and relates directly to the family, homemaker, and youth by providing educational and informational assistance to individuals, families, and communities. MPBN is licensed to the University of Maine System Board of Trustees to provide a statewide public network, both radio and television, for broadcasting of a predominantly educational, cultural, and informational nature. Public service activities are supported and encouraged on each campus and include the use of University faculty in elementary and secondary schools, direct aid by faculty experts to business and industry, the application of new research technologies, and the communication of information of importance to the citizens of Maine.

Research. Research is encouraged on each of the campuses of the University as appropriate to that campus's portion of the University mission to expand skills, teaching, and competence, to increase knowledge of Maine resources and to improve their utilization, and to assist the local economy. Much research and development has proved extremely productive and useful. The two major centers for research at Orono and at Southern Maine have made an impressive record in both basic and applied research. Responding to both community and individual requests, University research unquestionably has benefitted Maine's business, agriculture and government.

UNIVERSITY OF MAINE SYSTEM
FULL-TIME REGULAR EMPLOYEES
OCTOBER 1986

BY EMPLOYEE CATEGORY	
Faculty	1,288
Professional and Administrative	886
Classified	1,763
Total	3,937
BY SOURCE OF FUNDING	
Educational and General	2,717
Auxiliary Enterprise	551
Restricted	669
Total	3,937

PUBLICATIONS:

(1) *The Chancellor's Report*, University of Maine System
(2) Chancellor's Newsletter, Univeristy of Maine System
(3) The Maine Book.

FINANCES, FISCAL YEAR 1987: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

UNIVERSITY OF MAINE SYSTEM
STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES AND TRANSFERS
FOR THE YEAR ENDED JUNE 30, 1987

	1987			
	Unrestricted			
	General	Designated	Restricted	Total
REVENUES:				
Educational and general —				
Tuition and fees	$ 35,582,832	$ —	$ —	$ 35,582,832
Governmental appropriations-state	99,423,718	—	1,602,419	101,026,137
Governmental appropriations-federal	50,000	—	3,240,419	3,290,419
Governmental grants and contracts-state	—	—	3,758,416	3,758,416
Governmental grants and contracts-federal	—	—	25,634,115	25,634,115
Private gifts, grants and contracts	—	179,679	6,183,051	6,362,730
Endowment income	1,110	374,280	532,415	907,805
Recovery of indirect costs	2,650,784	—	—	2,650,784
Sales and services of educational activities	3,627,867	3,622,260	126,696	7,376,823
Other sources	3,974,469	3,163,143	—	7,137,612
Total educational and general	$145,310,780	$ 7,339,362	$41,077,531	$193,727,673
Sales and services of auxiliary enterprises	33,160,679	—	—	33,160,679
Total revenues	$178,471,459	$ 7,339,362	$41,077,531	$226,888,352
EXPENDITURES AND MANDATORY TRANSFERS:				
Educational and general—				
Instruction	$ 60,432,890	$ 2,664,402	$ 2,689,391	$ 65,786,683
Research	5,896,525	1,167,080	9,501,437	16,565,042
Public service	5,186,429	3,823,368	10,328,664	19,338,461
Academic support	18,256,831	125,869	941,547	19,324,247
Student services	12,642,082	209,147	351,414	13,202,643
Institutional support	16,751,619	1,405,191	375,922	18,532,732
Operation and maintenance of plant	16,152,719	3,716	3,470	16,159,905
Student aid	3,630,402	375	16,885,686	20,516,463
Mandatory transfers for loan funds	11,883	—	—	11,883
Total educational and general expenditures and mandatory transfers	$138,961,380	$ 9,399,148	$41,077,531	$189,438,059
Auxiliary Enterprises-				
Expenditures	$ 29,912,340	$ —		$29,912,340
Mandatory transfers for retirement of indebtedness	1,386,954	—		1,386,954
Total auxiliary enterprises	$ 31,299,294	$ —		$31,299,294
OTHER TRANSFERS:				
Current funds-appropriated	$ 1,728,725	$ —		$ 1,728,725
Current funds-designated	3,738,359	(2,059,786)		1,678,573
Current funds-restricted	(49,457)	—		(49,457)
Endowment funds	(2,740)	—		(2,740)
Plant funds-unexpended	2,229,047	—		2,229,047
Plant funds-retirement of indebtedness	428,657	—		428,657
Total transfers	$ 8,072,591	$(2,059,786)		$ 6,012,805
Excess of revenues over expenditures and transfers	$ 138,194			$ 138,194

BUREAU OF PUBLIC ADMINISTRATION

KENNETH K. AHN, ACTING DIRECTOR, BPA

Central Office: University of Maine, Orono *Telephone:* 581-4136
Mail Address: 25 North Stevens, Orono, Maine 04469
Established: 1965 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 423; *Citation:* 1965 P&SL Chap. 185
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Bureau of Public Administration (BPA) was established with a three-fold purpose: research, publication, and career development. Research activity is primarily a service of a fact-finding nature, in that problems of vital concern to state and local government personnel are investigated. These investigations result in published reports and analyses of the problem areas for use by governmental agencies and interested citizens. Career development programs provide in-service educational opportunities to state and municipal employees and are designed to enhance governmental efficiency.

Today, the Bureau continues to focus its efforts on improving the quality of public management in Maine, and hence the delivery of public services to Maine citizens. It does this by assisting state and local officials in solving problems, making effective use of resources, adapting to change, defining objectives and evaluating results.

ORGANIZATION: Created in 1965 by the 102nd Maine Legislature, and at that time placed within the Department of Government, the Bureau of Public Administration is currently a public service unit of External Affairs at the University of Maine.

PROGRAM:

Applied Research and Consultation Services. Research activities focus on broad governmental policies and problems, as well as more specific, short-term analyses of issues of concern to state and local jurisdictions.

In most instances, research efforts result in published materials which are disseminated to both State and national audiences. These typically serve as curriculum resources, guidelines for legislature and/or Congressional action, or continuing reference sources.

Management Training and Development Services. The Bureau of Public Administration provides a Management Education Program for administrative, technical and professional personnel in state and local government. Two major types of management education programs are offered:

The Public Employee Development Program offers courses of usually one day in length and are open to all public employees in locations across the state;

On-Site Training Programs are developed and delivered on request and tailored to meet the specific needs of a municipality or state agency.

The Bureau also provides more in-depth long-term consulting assistance through organizational development programs. These include Team Building for Manager and Department Head Teams; Interpersonal and Intergroup Conflict Resolution; Organizational Analysis; Goal Setting and Implementing Staff Development Plans.

PUBLICATIONS:

Cash Management for Small Communities. John G. DePalma, Quentin B. Spector, and Bruce E. Benway, March 1978.

Charter Study Series. James J. Haag, et. al., 1970.

Zoning: An Overview, Ross Plambeck, Zoning Series No. 1, May, 1974.

Zoning: The View of the Courts, Paul Braciotti, Zoning Series No. 2, May, 1975.

Zoning: Roles and Relationships, Cynthia Brown, ed., Zoning Series No. 3, May, 1975.

Zoning: The Code Enforcement Officer, Laura E. Campbell, Zoning Series No. 4, May, 1975.

Zoning: The Board of Appeals, Paul Braciotti and Cynthia Schacht, Zoning Series No. 5, May, 1975.

Personnel Administration Manual for Local Govt., Jeanne Bailey McGowan, editor. August 1980. $2.50.

Complete publications list available upon request.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees, University of Maine System.

MAINE VACATION-TRAVEL COMMISSION

NANCY PRAY, CHAIRPERSON
JAMES RUHLIN, Vice-Chairperson

Central Office: Augusta *Telephone:* 289-5710
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: September 23, 1983
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 461; *Citation:* 5 M.R.S.A., Sect. 7005
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Maine Vacation Travel Commission is to advise the Governor on matters relating to vacation, convention, and business travel and its impact on the economy of the State of Maine.

The Maine Vacation Travel Commission also has the responsibility of recognizing and informing the Governor of immediate or long-term opportunities and problems affecting this vital segment of the State's economy which warrant the Governor's attention. The Commission monitors local, state, federal and international developments that effect the balanced growth and quality of this industry and its impact on life in Maine.

ORGANIZATION: The Commission is appointed by the Governor and is made up of representatives of various segments of the vacation travel industry and the nine regions of Maine. Persons serve staggered 4-year terms. Additional ex-officio members represent the Department of Transportation, the State Development Office, the Maine Publicity Bureau, the Bureau of Parks and Recreation, Department of Inland Fisheries and Wildlife, the Maine Arts Commission, Bureau of Public Improvements and Department of Agriculture. The Commission meets monthly and elects a chairperson from among its membership.

PROGRAM: The Vacation Travel Commission has served as an advisory group both to the State Development Office and the Governor in the last year. In addition to its ongoing responsibility to monitor opportunities and problems relating to tourism, the Commission in FY 1987 undertook a number of specific projects to assist the state in formulating tourism policy. In December, 1986, the Commission sponsored a conference for the Tourism Industry at the Governor's Conference on Tourism at the Samoset Resort in Rockport. In March, 1987, the successful "Tourism Day" for Maine legislators was repeated. For National Tourism Week, in May, the Commission continued its Unity Dinner and hospitality awards program to recognize outstanding achievement by employees of the Maine tourism industry.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by adminstrative decision, included with those of State Development Office.

VEHICLE EQUIPMENT SAFETY COMMISSION

JOHN ATWOOD, STATE OF MAINE, COMMISSIONER
ALBERT L. GODFREY, SR., DIRECTOR, BUREAU OF SAFETY, ALTERNATE COMMISSIONER

Central Office: 36 Hospital Street, Augusta; Floor: 2 *Telephone:* 289-2581
Mail Address: State House Sta. #42, Augusta, Maine 04333
Established: 1963 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 432; *Citation:* 29 M.R.S.A., Sect. 1513
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Vehicle Equipment Safety Commission, an agency of the party states, is established to promote uniformity in regulation of and standards for equipment. Secure uniformity of law and administrative practice in vehicular regulation and related safety standards to permit incorporation of desirable equipment changes in vehicles in the interest of greater traffic safety is another function. A further responsibility is the provision of means for encouragement and utilization of research which will facilitate the achievement of the foregoing purposes.

Each party state obligates itself to give due consideration to any and all rules, regulations and codes issued by the Commission and hereby declares its policy and intent to be the promotion of uniformity in the laws of the several party states relating to equipment.

ORGANIZATION: The Vehicle Equipment Safety Commission is an agency of the party states. The Commission is composed of one commissioner from each party state. A commissioner may provide for the discharge of his duties and the performance of his functions on the Commission either for the duration of his membership or any lesser period of time by appointing an alternate.

PROGRAM: The Vehicle Equipment Safety Commission on the national level was inactive during FY 1987. By being a member party, state opportunity is provided for local input into national rulemaking.

FINANCES, FISCAL YEAR 1987: This unit did not receive or expend funds in FY 87.

BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES

ROBERT L. OHLER, M.D., CHAIRMAN

Central Office: Cony Road, RFD #2, Augusta *Telephone:* 622-2454
Mail Address: Cony Road, RFD #2, Augusta, Maine 04330
Established: 1977 *Sunset Review:* Not Established
Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 397; *Citation:* 37B M.R.S.A., Sect. 603

PURPOSE: The Board of Trustees of the Maine Veterans' Homes was established to plan, build and manage a home for veterans, their spouses, widows, and widowers. In April 1986, the 112th Maine Legislature authorized the Trustees to plan and develop two additional State Veterans' Homes, a 120-bed nursing home to be located in southern Maine and a nursing home, not to exceed 60 beds, located in Aroostook County.

ORGANIZATION: The Board of Trustees of the Maine Veterans' Homes was established in 1977 and consists of ten members appointed by the Governor for overlapping terms of three years under limitations provided by Statute.

The Board elects a Chairman, Vice Chairman and Secretary from its members. The members of the Board serve without pay, but may be reimbursed for expenses. The Board must meet at least six times annually.

PROGRAM: The Maine Veterans Home, a 120-bed Medicaid Certified Intermediate Care Facility, located in Augusta, accepts for admission war time veterans and the spouse, widow or widower of such veteran, in need of nursing home care. During fiscal year 1986, a total of 43,751 days of care were provided.

The Maine Veterans Home is a clinical resource for training in geriatric medicine of graduate medical students studying in the specialty of Family Practice medicine at the Maine-Dartmouth Family Practice Residency Program. It is also a clinical resource in geriatric nursing education for Registered Nurses, Licensed Practical Nurses and nurse aides. These educational functions fulfill, in part, the goal of the Maine Veterans Home to provide patient service, education and research in geriatric and rehabilitative medicine.

FINANCES, FISCAL YEAR 1987: There are no general fund appropriations for the Maine Veterans Home. Operational costs are covered by income from patients, the Medicaid Program and a Veterans Administration per diem of $17.05 paid the Home on behalf of each eligible veteran.

BOARD OF VISITORS — AUGUSTA MENTAL HEALTH INSTITUTE

Central Office: State Office Bldg., Augusta *Telephone:* 289-4223
Mail Address: Statehouse Station #40, Augusta, Maine 04333

Established: April 8, 1983

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 451; *Citation:* 34B M.R.S.A., Sect. 1403

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Visitors shall have the right to inspect the institution and to make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: The Board of Visitors at Augusta Mental Health Institute will meet on a regular basis and provide supportive advice to the hospital. It will be comprised of voluntary community representatives appointed by the Governor.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Augusta Mental Health Institute.

BOARD OF VISITORS— BANGOR MENTAL HEALTH INSTITUTE

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 422; *Citation:* 34B M.R.S.A., Sect. 1403
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Visitors shall have the right to inspect the institution and make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board members shall appear before the Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: The Board of Visitors at the Bangor Mental Health Institute meets on a regular basis and provides supportive advice to the institute. It is comprised of voluntary community representatives appointed by the Governor.

FINANCES, FISCAL YEAR 1987: The expenditure of this unit are, by administrative decision, included with those of the Bangor Mental Health Institute.

BOARD OF VISITORS — MAINE CORRECTIONAL CENTER

ROBERT L. WOODBURY, CHAIRMAN

Central Office: State Office Bldg., Room 400, Augusta *Telephone:* 289-2711
Mail Address: Statehouse Station #111, Augusta, Maine 04333
Established: November 22, 1982
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 449; *Citation:* 34-A M.R.S.A., Sect. 3002
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To visit Maine Correctional Center and provide appropriate comment, advice, and recommendations to the Governor, Commissioner, and appropriate Legislative Committees.

ORGANIZATION: A Chairman and four members are appointed by the Governor.

PROGRAM: During the year, members of the Board visited the facility as a committee and also individually. The Board is particularly concerned with consequences, programmatic and institutionally, associated with severe overcrowding and results of new legislation.

The Board of Visitors will continue to provide periodic review. As overcrowding problems ease, Board members will be interested in program improvements.

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

BOARD OF VISITORS — MILITARY AND NAVAL CHILDREN'S HOME

Central Office: 103 South St., Bath, Maine *Telephone:* 443-4251
Mail Address: 103 South St., Bath, Maine 04530

Established: September 2, 1983

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 466; *Citation:* 34-B M.R.S.A., Sect. 1412

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Visitors is a general advisory committee to assist in the development of policy and program changes regarding the use of the Home; monitoring the progress made toward the objectives outlined and presented during the Homes' current transition; and providing continuing oversight of the Home, its programs and policies.

ORGANIZATION: The Board of Visitors consists of a minimum of 9 members and includes: the Associate Commissioner of Programs, Department of Mental Health and Mental Retardation, a representative from the Bath Community, a Bath school principal, a representative from an Alcohol Treatment Program, a social worker, a designee of a veteran's organization, 2 citizens from outside the Bath area and someone appointed from the Department of Human Services.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Military and Naval Children's Home.

BOARD OF VISITORS — PINELAND CENTER

PAUL KARWOWSKI, CHAIRPERSON

Central Office: State Office Bldg., Augusta: *Floor:* 4; *Telephone:* 289-4223
Mail Address: Statehouse Station, #40, Augusta, Maine 04333
Established: April 8, 1983
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 452; *Citation:* 34B M.R.S.A., Sect. 1403
Average Count—All Positions: 5 *Legislative Count:* 5

PURPOSE: The Board of Visitors shall have the right to inspect the institution and to make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board Members shall appear before the Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: In FY 87 the Board of Visitors at Pineland Center met regularly with a prepared agenda of items. The Board worked closely with the Superintendent in reviewing client and staffing levels. The members of the Board met with staff members to discuss programs and concerns. Some members of the Board met with the Consumer Advisory Board as well as Legislative Committees. The minutes of the Board and its activities were kept.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of Pineland Center.

BOARD OF VISITORS — STATE PRISON

DANIEL McGUIRL, CHAIRPERSON

Central Office: State Office Bldg., Room 400, Augusta *Telephone:* 289-2711
Mail Address: Statehouse Station #111, Augusta, Maine 04333
Established: November 22, 1982
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 450; *Citation:* 34-A M.R.S.A., Sect. 3002
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Board of Visitors is to visit the Maine State Prison and provide appropriate comment, advice, and recommendations on management to the Governor, Commissioner of Corrections, and appropriate legislative committees.

ORGANIZATION: A five-person Board is approved by the Governor for a term of one year and shall be eligible for reappointment. The current Board of Visitors was appointed in December, 1986 and will serve from October, 1986 to October, 1987. The members for the 1986-1987 Board of Visitors, Maine State Prison, Thomaston were:

Daniel P. McGuirl, Chairperson
John F. Corcoran
Peter Jonitis
Lauretta Luke Rush
Chrispan Connery

PROGRAM: The major goals of the 1986-87 Board was to complete preliminary plans for construction of the new 100-bed maximum security unit and retrofitting Maine State Prison in addition to the Bolduc Unit.

The Board met 15 times during the past year at various locations to include Maine State Prison, Central Maine Pre-Release Center, Augusta, and the Bolduc Unit. The Board also attended public hearings with the Corrections legislative committee in Warren and in Augusta concerning the Bond Issue and other public hearings of the Corrections Committee and the Appropriations Committee concerning various Department of Corrections' impacting legislation. Three site review visits were made within the area of minimum security at the Bolduc Unit in the interest of the new proposed maximum security facility.

The Board is unanimously convinced that the Maine State Prison is inadequate as a maximum security prison and is therefore recommending that a new prison be built in Warren, on state-owned land.

We continue to recommend the construction of a 500-bed maximum facility and both retrofit and rehabilitate the present maximum security prison to a 200-bed medium security prison and effectively utilize all of the additional space available for various manual training workshops, thereby affording an opportunity to train the inmates in a useful trade which would enable them to return to society with the necessary knowledge and basic skills to seek gainful employment.

We also strongly recommend a bond issue be considered for the additional 400 beds this year and thereby establish sound fiscal management and initiate a cost savings program for and in behalf of the citizens of Maine for a facility that is inevitable. The longer we delay or prolong the construction activity the more costly the overall project will become thereby creating a greater tax burden.

The Department of Corrections and its various facilities are in the public eye. It is the feeling of the Board that a specialist in "Public Relations" be assigned to the Commissioner's Office to inform the public of facts associated with not only crisis situations, but routine, newsworthy events as well. This Public Relations person could enhance both the reputation and image of the Department of Corrections throughout the State of Maine, especially in the towns where correctional facilities are located.

The Board feels it is important that the Warden of the Maine State Prison be assigned as executive administrative assistant to afford him the opportunity to more effectively and efficiently perform his duties and allow him to oversee the new construction and retrofitting throughout the facility. The Board wholeheartedly recommends that a stress orientation program be established and maintained at the Maine State Prison.

Finally, the Board continues to find the management of the Maine State Prison to be operating under extreme pressure and in an excellent manner and with the configuration of the building along with the overcrowding and shortage of personnel, which in our opinion is an outstanding accomplishment and most certainly is a great tribute to the managerial skills and capabilities of the supervisory and operating personnel. They are to be commended for a super job "well done".

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

BOARD OF VISITORS — MAINE YOUTH CENTER

JOHN ROSSER, CHAIRMAN

Central Office: State Office Bldg., Room 400, Augusta *Telephone:* 289-2711
Mail Address: Statehouse Station #111, Augusta, Maine 04333
Established: October 1982
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 448; *Citation:* 34-A M.R.S.A., Sect. 3002
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To monitor program, rights, and administrative issues concerned with the Maine Youth Center; and to report to the Commissioner and appropriate Legislative Committees, as well as the Governor's Office.

ORGANIZATION: The Chairman and committee members are appointed by the Governor.

PROGRAM:

1. Visitations to Maine Youth Center.
2. Meetings with appropriate members of the staff as well as residents.
3. Written reports including observations and recommendations to the Commissioner and Superintendent.
4. Meetings to review observations and recommendations with the Commissioner, Chief Advocate, and various other representatives of the Department and/or institutions.

The activities listed above refer to the major types of activities during the past year. Interim reports submitted to the Commissioner can provide added details as to the findings of the Board of Visitors.

The Board of Visitors of the Maine Youth Center has conducted a series of visits, meetings, and individual visits as part of its activities during the past year. In general, these activities have resulted in an observation that the Maine Youth Center is a well managed institution, there are no apparent issues related to the disregard for the rights of residents on the part of staff, there is an active and well structured program for the youth assigned to custody, and the administration and staff have been most open and responsive to the inquiries of the Board.

Other issues such as those concerned with the needs of the program, improved systems of accessing funds for educational, clinical and medical services, the future of the Maine Youth Center with regard to the findings of the Jail Monitoring Committee and adequate support to the administration of the Center, are among those addressed in the Board's written reports. When placed in comparison to other juvenile correctional facilities throughout the country, it would appear that the Maine Youth Center is among the better institutions.

The Board plans to continue its activities, which will include meetings with former and present residents, interested members of the public, and any other individuals who might have knowledge and interest which might provide positive contributions to the work of the group.

FINANCES, FISCAL YEAR 1987: This unit is not authorized to receive or expend funds.

BOARD OF TRUSTEES OF THE MAINE VOCATIONAL-TECHNICAL INSTITUTE SYSTEM

STEPHEN L. WRIGHT, CHAIRMAN

Central Office: 283 State Street, Augusta, ME *Telephone:* 289-1070
Mail Address: 283 State St., Sta. #131, Augusta, Maine 04333

Established: June 28, 1985

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 480; *Citation:* 20A M.R.S.A., Sect. 12702

PURPOSE: The Board of Trustees of the Maine Vocational-Technical Institute System was established on June 28, 1985, by P.L. 1985 Chapter 497. During fiscal year 1986, its only mandate under Chapter 497 was, in cooperation with the Department of Finance and Administration, the Department of Personnel, the Governor's Office of Employee Relations, the Department of Educational and Cultural Services, and representatives of the Joint Standing Committee on State Government, the Joint Standing Committee on Education, and the Joint Standing Committee on Appropriations and Financial Affairs, to submit legislation to the Governor addressing the following issues:

1. Appropriations in the form of a lump sum for the vocational-technical institutes;
2. The authority and procedures governing personnel and labor related functions of the vocational-technical institutes, for the purpose of providing flexibility in personnel, employment, and management decisions; and,
3. Other administrative authority and functions, including staffing, relating to the vocational-technical institutes.

ORGANIZATION: The Board of Trustees of the Maine Vocational-Technical Institute System, as established by Chapter 695, P.L. 1985, consists of 9 members. Seven are from the fields of business, industry, labor, education and the general public, one from the State Board of Education and one from the Board of Trustees of the University of Maine System. The Commissioner of Educational and Cultural Services and the Director of the State Development Office serve ex officio.

PROGRAM: The Board of Trustees held a series of public hearings during the summer and fall of 1985. The outcome of that process was a legislative proposal to Governor Brennan, which he in turn submitted to the Legislature in February of 1986. The legislation, L.D. 2174, passed both houses of the Legislature unanimously, and on April 16, 1986, Governor Brennan signed into law P.L. 1985 Chapter 695, "AN ACT to establish the Maine Vocational Technical Institute System."

Chapter 695 has set in motion the reorganization of the statewide network of vocational-technical institutes — up until now operated as subsidiaries of the Bureau of Vocational Education, under the governance of the State Board of Education — into the Maine Vocational-Technical Institute System, an autonomous postsecondary educational institution governed by an independent Board of Trustees of the Maine Vocational-Technical Institute System, the successor to the Board of Trustees of the Maine Vocational-Technical Institutes established by P.L. 1985 Chapter 497.

The new System constitutes a "public instrumentality of the State" but not a "line" State agency, included in or attached to a cabinet department; its status vis-a-vis State government is similar to that of the Maine Maritime Academy or the University of Maine System.

The VTI system represents an investment of approximately $100 million that has helped meet the technical training needs of the State of Maine for over 40 years. The first VTI was established after World War II to provide vocational and technical training to returning veterans.

Today, the new VTI System offers certificate, diploma, and associate degree programs in over 65 different program areas — including horticulture, business management, accounting, data processing, computer programming, secretarial science, electronic technology, allied health technologies, nursing, construction trades, automotive technology, marine trades, welding technology, and graphic arts.

Overall, the six Maine Vocational-Technical Institutes have a clear sense of mission, an excellent placement record, and a strong base of support at the local and regional level. The VTI network has consistently enjoyed strong support from the Legislature and the voters of Maine. The Legislature awarded $1.86 million in General Fund appropriations to the VTI system for FY 1988 and $1.58 million for FY 1989.

But to fulfill its potential as an economic development tool of the first rank, and also to fully meet the multiple and ever-changing needs of the growing population of "non-traditional" students in the State, the VTI system must develop a high level of flexibility and visibility, and an ability to move quickly and decisively in response to business requests and shifts in the labor market. Such a level of flexibility is simply not feasible within the confines of a line State agency.

Since Chapter 695 was defined as emergency legislation, the law took effect on the date it was signed. However, the full-scale implementation of the VTI System will be phased in on an orderly basis.

The VTI System Office, set up by legislation to provide statewide coordination and leadership to the VTIs, began operation at 283 State St. on June 30, 1986. The transition to complete independence for all six campuses — Central Maine VTI, Eastern Maine VTI, Kennebec Valley VTI, Northern Maine VTI, Southern Maine VTI, and Washington County VTI — will be completed on or before July 1, 1988.

The Board of Trustees' goal is to develop a compact and highly cost-effective administrative structure, which can mobilize the VTI system to meet new challenges, while at the same time maintaining the closest possible ties with all of public education. Prominent features of the VTI system include:

— a rationalized planning process, with statewide coordination but a regional focus;

— increased coordination in program planning between the VTI system, the University of Maine System, and the employment training system;

— new partnerships between the VTI system and the private sector;

— provide the most efficient operation of the MVTIS;

— provide an information base for long-range planning and research including sufficient data to respond to the technical training needs of the private sector and the State's economy; and,

— a new emphasis on short-term, quick-response, and on-site programming, with extensive "brokering" of programs back and forth between the VTIs, secondary Vocational Regions and Centers, and adult education programs.

In the long term, the board looks toward the development of an integrated education and economic development system, in which secondary vocational education, postsecondary technical education, adult education, and employment training all have important roles to play.

Vocational Education in Postsecondary Schools: Vocational education at the postsecondary level is offered through a statewide network of six vocational-technical institute (VTIs). Established and supported by the legislature of the State of Maine, the VTIs until this year were operated as subsidiaries of the Bureau of Vocational Education, under the governance of the State Board of Education. On April 16, 1986, P.L. 1985, Chapter 695, created the Maine Vocational-Technical Institute System (MVTIS), an autonomous postsecondary educational institution governed by an independent Board of Trustees.

P.L. 1985, Chapter 695 defines the basic mission of the Maine VTI System in the following terms: "To provide associate degree, diploma, and certificate programs, directed at the educational, occupational, and technical needs of the state's citizens and the work force needs of the state's employers." The law further defines the primary goals of postsecondary vocational technical education and MVTIS as "to create an educated, skilled, and adaptable labor force which is responsive tot he changing needs of the economy of the state, and to promote local, regional, and statewide economic development."

The first VTI was established after World War II to provide vocational and technical training to returning veterans. Today, the Maine VTI System offers certificate, diploma and associate degree programs in over 65 different program areas—including horticulture, business management, accounting, data processing, computer programming, secretarial science, electronic technology, allied health technologies, nursing, construction trades, automotive technology, marine trades, welding technology, and graphic arts.

The MVTIS enrolled 3,100 full-time and 8,000 part-time students in 1986. The VTIs offer an estimated 65 different programs each year. In 1985-86, they employed 300 instructional staff and an administrative staff of 45.

Student aid is made available to VTI students through College Work Study, Pell Grants, State Scholarship Grants, State Student Incentive Grant funds, along with individual scholarships offered at the respective VTIs. Remedial programs are offered through federal vocational funds, JTPA programs are funded at the VTIs under the eight percent education coordination and grants setaside of the JTPA Title II(A) funds.

VTI Work Study: College Work study programs are offered by each of the postsecondary vocational technical institutes to aid students with their educational costs. During fiscal year 1987, an estimated 500 students participated in work study programs. Students were employed as office workers, custodians, maintenance helpers, and grounds-keepers.

Adult Vocational Education: Adult vocational education is delivered through Maine's vocational-technical institutes, vocational centers, and vocational regions. Programming consists of preparatory courses for adults learning new job skills; upgrading courses for adults learning new or advanced skills in their current occupations; and apprenticeship courses for apprentices registered through the Maine State Apprenticeship Council.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF TRUSTEES OF THE MAINE VOCATIONAL-TECHNICAL INSTITUTES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	13,377,692	11,702,567	765,668		909,457	
Health Benefits	671,271	611,435	31,604		28,232	
Retirement	2,206,108	1,974,941	115,759		115,408	
Other Fringe Benefits	50,105	42,833	3,240		4,032	
Computer Services—Comm	1,200	1,200				
Computer Services—State	19,768	18,431			1,337	
Other Contractual Services	4,357,938	3,142,122	654,727		258,149	302,940
Rents	95,412	86,160	7,256		1,973	23
Commodities	2,550,159	1,864,044	605,149		59,897	21,069
Grants—Subsidies—Pensions	1,709,172	446,379	—33,950		1,296,743	
Purchases of Land	6,696				6,172	524
Buildings and Improvement	7,253,426	17,974				7,235,452
Equipment	1,596,405	209,570	57,688		59,850	1,269,297
Interest—Debt Retirement	838,266	173	3			838,090
TRansfers to Other Funds	35,731		23,429		12,302	
TOTAL EXPENDITURES	34,769,349	20,117,829	2,230,573		2,753,552	9,667,395

ENERGY TESTING LABORATORY OF MAINE

Telephone: 799-7303
Telex: 887274
Central Office: Tripp Bldg., Southern Maine Vocational-Technical Institute, Fort Road
Mail Address: Southern Maine Vocational-Technical Institute, Fort Road, So. Portland, Maine 04106

Established: 1976 *Sunset Review:* Not Established

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 424; *Citation:* 20-A M.R.S.A., Sect. 10201

Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Energy Testing Laboratory of Maine is a nationally accredited and recognized laboratory. Its reports are recognized by the International Conference of Building Officials (IC-BO), the Building Officials and Code Administration International, Inc., (BOCA) and by the Southern Building Code Congress International, Inc. (SBCCI).

In addition to the recognition of these three regional code organizations, ETLM reports are accepted by twenty-four states, and the Province of Alberta, Canada.

ETLM was created in 1976 to test for safety central heating equipment for the Maine Oil Burner Men's Licensing Board, now the Maine Oil and Solid Fuel Board. That program led to expanded activities, including the testing of central heating appliances, radiant stoves and other devices. Since its creation, the Lab has tested and listed more than 600 different appliances in its Product Listing Directory. It has done work for more than 200 companies from the United States, and nineteen foreign countries.

ETLM which has always been located on the grounds of the Southern Maine Vocational-Technical Institute evolved from the heating and air-conditioning program of SMVTI.

ORGANIZATION: Effective July 5, 1983, ETLM became an integral part of SMVTI and has the authority, among others, to conduct tests, list products, supply labels, make reports, provide consultant services, conduct educational programs, and provide other services consistent with the overall goals and objectives of ETLM.

The goals and objectives of ETLM are to provide those services which, among others, will meet the safety needs of industry and the public regarding the quality of construction of products tested by ETLM, the maintenance of high standards for testing conducted by ETLM, and the provision of educational and other consultant services, and will merge with the educational goals and objectives of SMVTI.

FINANCES, FISCAL YEAR 1987: The Laboratory receives fees to cover expenses, which are included in the Southern Maine Vocational-Technical Institute account for Energy Testing Programs and therefore reflected in the financial display for the Board of Trustees of the Maine Vocational-Technical Institute System.

CENTRAL MAINE VOCATIONAL-TECHNICAL INSTITUTE

VACANT, DIRECTOR
RICHARD H. LEE, JR., Asst. Director

Central Office: 1250 Turner St., Auburn *Telephone:* 784-2385
Mail Address: 1250 Turner St., Auburn, Maine 04210

Established: 1964 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 440; *Citation:* 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 67½ *Legislative Count:* 0

PURPOSE: The primary mission of Central Maine Vocational Technical Institute (CMVTI) is to provide instruction in trade and technical skills while simultaneously developing within its students the capacity to grow and to adapt to the changing needs of business and industrial technologies. The Institute believes it serves its students and the community best by training competent and responsible workers who are not only skilled in up-to-date techniques, but who have good attitudes about working.

ORGANIZATION: CMVTI was established on July 5, 1964, and enrolled students in four programs: Building Technology, Auto Mechanics, Industrial Electricity, and Drafting in September, 1964. Originally, the Institute leased a building in Lewiston. In January of 1966, it was relocated to its present campus, on a 110 acre site donated to the Institute by the City of Auburn. The first class numbered 47 students. CMVTI has expanded in terms of programs offered, in terms of students served, and in terms of classroom facilities.

The Institute now offers 11 programs of study: Associate Degree Nursing, Architectural and Civil Engineering, Automotive Technology, Building Construction Technology, Electromechanical Technology, Food Preparation Technology, Graphic Arts Technology, Machine Tool Technology, Practical Nursing, Metal Fabrication Technology and Welding Technology. Of these, Practical Nursing is a trimester program with classes scheduled throughout the calendar year. Welding is a 26-week program which starts in September and ends in March. Food Preparation Technology is a one-year program. All other programs are two years in duration. CMVTI awards certificates, diplomas and associate degrees to those students who have successfully completed program requirements.

The CMVTI campus includes three dormitories, a vehicle maintenance building, and the initial building which has sustained five additions to house all educational activities.

As with the other vocational technical institutes, CMVTI is governed by the Board of Trustees of the Maine Vocational-Technical Institute System.

PROGRAM: Central Maine Vocational Technical Institute's program offerings can be divided into 3 categories: full-time entry level programs, part-time continuing education programs, and special community interest programs.

Entry Level Programs. These are full-time intensive programs designed to provide training at the postsecondary level for entry into trade, industrial and business positions. Curricula for these courses is designed to meet performance standards for the specific career for which students are preparing. Courses are developed with the advice of faculty and craft committees, and are approved by the director. Programs undergo revision periodically to insure that their objectives and content are consistent with industry and student needs. In addition, courses are tailored to fit student needs in closely related fields of study to provide options within those fields.

Continuing Education Programs. Through the evening division, courses are offered to employed and unemployed individuals in order to further develop present capabilities with more advanced technology and skills, which are designed to increase the individuals' options and abilities, and to provide the community with higher skilled, more employable workers. These programs draw on assets of the full-time programs and on materials provided through outside trade, industry and academic sources.

Special Community Interest Programs. These are usually programs of short duration and intense content, offered in cooperation with outside interest groups. Seminars are co-sponsored by national engineering societies, federal agencies, colleges, and other trade and professional groups. Usually, CMVTI serves a catalytic role and provides a place to hold meetings. These programs may be presented at CMVTI, or off campus locations, but under the sponsorship or cosponsorship of CMVTI. Programs have been organized through CMVTI and presented over a large area of the State of Maine. Programs are not limited strictly to trades, but also encompass what are usually considered professions.

Student Performance Data. In the past, CMVTI has employed one, five, and ten year student follow-ups to assess student performance as employees in the occupations for which they were trained. These figures have been used in determining new and revised program directions and objectives. Overall results have shown that CMVTI is placing trained personnel in real employment need areas, and that a very high majority of those employed, stay employed in either their major career trained field, or in closely allied fields.

During FY 87 there were 460 students enrolled full time at CMVTI and approximtely 2,000 persons taking courses in the Institute's evening division.

LICENSES, PERMITS, ETC.:
Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:
CMVTI Catalog
CMVTI Student Handbook (current each year)
CMVTI Program Brochures (illustrated folders which describe each of the programs offered)
CMVTI Adult Education Catalog (issued twice each year)
CMVTI Alumni Newsletter (issued semiannually)
CMVTI Student Yearbook (prepared annually)

All but the last of these publications are available without charge and may be obtained by addressing requests to the Institute.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

EASTERN MAINE VOCATIONAL-TECHNICAL INSTITUTE

ALAN CAMPBELL, DIRECTOR

Central Office: Hogan Rd., Bangor *Telephone:* 941-4600
Mail Address: Hogan Rd., Bangor, Maine 04401
Established: 1965 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 441; *Citation:* 20A M.R.S.A., Sect. 10103
Average Count—All Positions: 84 *Legislative Count:* 0

PURPOSE: Programs at Eastern Maine Vocational Technical Institute are intended to prepare the individual for immediate employment upon graduation.

The Institute offers an educational program at the one and two-year post-secondary level to train technicians to function as productive members of society. These graduates will have acquired the vocabulary of technicians, understand the basic principles of the fundamental sciences which are common to both the professional and semi-professional aspects of technology, and will be able to supervise and assist the skilled worker.

ORGANIZATION: EMVTI started operation as a school in September, 1966. Space was rented from the Bangor city school system and classes were held on the third floor of the old high school building in Bangor. Shop space for Automotive and Building Construction programs was obtained from Rapaport Brothers on Oak Street. The Machine Tool program was operated out of the machine shop in the new Bangor High School on a shared basis with the high school. Distributive Education, Electronics, and Electrical Power classes were all held at the old high school.

The first entering class numbered 90 students. An appropriation of $1,000,000 had been made available by the 102nd Legislature to construct a new facility on a 95 acre tract off Hogan Road, and work began in the fall of 1966. The shop areas for Machine Tool, Automotive, and Building Construction were completed and occupied in September, 1967. The classroom and administrative spaces became available in January, 1968.

Further legislative appropriations made possible an addition to the Building Construction shop and a laboratory wing. In 1971 these resulted in the inauguration of four new programs: Environmental Control, Foods Technology, Medical Laboratory Technology, and Practical Nursing. In 1974, the first class in Radiologic Technology was graduated.

The first dormitory and eating facility was opened for occupancy in the fall of 1969. Another dormitory having facilities for both men and women was completed in 1975. The two dorms provided living facilities for approximately 200 students. A large building originally owned by the Bangor Mental Health Institute was donated to EMVTI and converted into a much needed athletic facility. This was ready for use in 1974.

Programs in Heating, Refrigeration/Air Conditioning and Welding were implemented in 1979 in a modern building which also houses a 150-seat lecture hall. The Adult and Continuing Education division has grown to serve nearly 3,000 people in a variety of programs in the eastern Maine area. EMVTI is governed by the Board of Trustees of the Maine Vocational-Technical Institute System.

A new Automotive and Heavy Equipment Shop was completed during the fall of 1986.

PROGRAM: During FY 1987 Eastern Maine Vocational-Technical Institute has operated fourteen (14) full time training programs and 300 part time course offerings. There were nearly 600 full time students and 3,000 part time students enrolled.

Areas of major progress have been in specific industry training and the addition of associate degree nursing and welding.

EMVTI offers a planned balance of classroom, laboratory and practical experience designed to produce competent technicians. Students are expected to develop proper work attitudes and habits in conjunction with skill development.

The class of 1987 placement rate approached 98% at graduation.

The Library has been completely remodeled to house a Technical Library. The EMVTI Library has been designated as a repository for the American Welding Society.

A Technical Studies Program has been instituted to assist students wishing to develop skills to enter regular higher education.

A Counseling Center has been established to help our students.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

Eastern Maine Vocational-Technical Institute—Catalog-'87-89
Student Handbook 1987-88
Adult and Continuing Education. A listing of CED courses (updated by semester).
Single brochure for all programs.
Individual brochures for each program.
EMVTI Viewbook
EMVTI Key Facts Brochure
Residential Life Handbook
All publications are available without charge at the school.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

KENNEBEC VALLEY VOCATIONAL-TECHNICAL INSTITUTE

BARBARA WOODLEE, DIRECTOR

Central Office: Western Ave., Fairfield *Telephone:* 453-9762
Mail Address: P.O. Box 29, Fairfield, Maine 04937
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 442; *Citation:* 20A M.R.S.A., Sect. 10103
Average Count—All Positions: 58 *Legislative Count:* 0

PURPOSE: K.V.V.T.I. is dedicated to the belief that each individual should be offered a continuing opportunity for the development of skills and knowledge leading to productive employment, job satisfaction, and self-fulfillment. The Institute assumes a responsibility for a skilled work force through a cooperative effort with industry, business, service and health organizations. The Institute further believes the preparation of a skilled workforce is necessary for the continuation and promotion of local, regional, and statewide economic development.

K.V.V.T.I.'s mission is to provide education designed to prepare men and women for employment and advancement through full and part-time Associate Degree, Diploma, and Certificate Programs. In addition, continuing education courses are offered to meet both the short and long term needs of Maine's citizens as well as the changing needs of Maine's employers.

ORGANIZATION: Kennebec Valley Vocational-Technical Institute (KVVTI) was activated when the 104th Legislature appropriated monies for a state vocational and technical institute in Waterville. KVVTI began operations in the fall of 1970 using equipment and facilities of the Regional Vocational Center in Waterville. Emphasis was directed toward short-term intensive programs.

KVVTI occupied and renovated the Gilman Street High School in September 1978. This greatly enlarged the classroom, office and laboratory space available. In May of 1979, the Legislature approved the establishment of the Institute directly under the State of Maine, Bureau of Vocational Education, along with the other five (5) vocational-technical institutes (VTIs). During the summer of 1980, KVVTI purchased 60 acres of land and buildings adjacent to I-95 in Fairfield. Programs were offered at both the Fairfield and Waterville sites. Until October of 1986 when construction was completed on a new multi-purpose classroom building at the Fairfield campus all of K.V.V.T.I.'s programs are now based in Fairfield.

PROGRAM: KVVTI offers the following full-time vocational programs: Heavy Equipment Maintenance, Building Construction Technology, Electrical, Business Administration, Secretarial Science, Health Occupations, Medical/Dental Assistant, Respiratory Therapy Technician, Licensed Practical Nursing, Associate Degree in Nursing, Electrical/Electronics Instrumentation, Emergency Medical Technology, and Microcomputer Business Systems. Also offered are a variety of short-term adult education courses from 30 to 200 hours in length to meet the needs of adults requiring upgrading, and/or retraining. A full-time four year apprenticeship program is offered to carpenters/millwrights/ironworkers. Growth has been increasing to the point that KVVTI's programs are fully subscribed.

KVVTI endeavors to meet the following objectives in its programs and services:

1. To provide occupational/education programs which prepare students for realistic employment upon graduation.
2. To provide programs which place emphasis upon building competencies in mathematics and communication skills.
3. To provide courses that contribute to a broad educational base upon which the students can build during their lifetime.
4. To assure that courses offered conform to standards that will allow students to continue their education at other colleges and universities.
5. To assist in the economic development of our community by providing skills retraining and pertinent state-of-the-art courses.
6. To assure that programs and courses reflect responsive planning, implementation and evaluating processes.

The stated goals and objectives of KVVTI's Long Range Plan provides for growth and expansion.

KVVTI provided vocational education to over 310 regular day students during FY 1987 while evening division enrollment exceeded 3,200. Placement of graduates has averaged 94%. Although enrollment in programs is not limited to Maine students, the Institute draws most of its students from the 150,000 citizens residing within a 30 mile radius of Waterville. Continuing Education courses cover a wider geographical area, from Jackman to Rockland. KVVTI is fully accredited by the New England Association of Schools and Colleges. The Respiratory Program is accredited with the Council on Medical Education of the American Medical Association. The Practical Nursing Program is accredited by the Maine State Board of Nursing. The Registered Nursing Program is accredited by the National League for Nursing and the Maine State Board of Nursing.

LICENSES, PERMITS, ETC.:

KVVTI awards diplomas to all students satisfactorily completing all one school year program requirements. Certificates are presented in the short term programs.

The Associate Degree is granted to all students satisfactorily completing the two-year Business Administration, ADN (Registered Nursing), Secretarial Science, Emergency Medical Technology, and Electrical/Electronics Instrumentation programs.

PUBLICATIONS:

KVVTI catalog revised bi-annually. Sent to all interested students, guidance, and various agencies. Provides general information of the Institute's programs, application procedures, courses, etc. — free.

Student Handbook provided to each entering freshman. Contains general information, school policies, regulations, and procedures — free.

Brochures — assorted brochures which provide general information of the Institute's regular and Continuing Education courses to interested citizens. — free.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

NORTHERN MAINE VOCATIONAL-TECHNICAL INSTITUTE

Central Office: 33 Edgemont Dr., Presque Isle *Telephone:* 769-2461
Mail Address: 33 Edgemont Dr., Presque Isle, Maine 04769
Established: 1962 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 443; *Citation:* 20A M.R.S.A., Sect. 10103
Average Count—All Positions: 103 *Legislative Count:* 0

PURPOSE: The central purpose of NMVTI is to provide quality instruction in various technical and occupational specialties. Graduates receive specific training and the general educational skills necessary to obtain and upgrade their employment in their chosen occupation. These services are delivered to full and part-time students in many different settings on the main campus, Loring Air Force Base, six branch campuses and various businesses and industries in Northern Maine.

ORGANIZATION: NMVTI is a State of Maine supported, fully-accredited, postsecondary institution, governed by the Board of Trustees of the Maine Vocational-Technical Institute System under provisions of Title 20-A, Chapter 431 M.R.S.A.

The Institute began classes in 1963 and is located on an 87 acre tract on the former Presque Isle Air Force Base. For the first eight years the school operated in converted Air Force facilities. The first new permanent building was completed in 1970 and nine others have been added with the new multi-purpose building to be completed in June, 1987.

Four occupational programs were offered initially with an enrollment of 70 students. In School Year 1986-87, NMVTI offered instruction in 20 occupational programs with an enrollment of 1,368 full-time equivalent students with 3,700 adults being served. NMVTI offers two-year Associate Degree, two year Diploma and one year or less Certificate programs.

PROGRAM: NMVTI served 1,368 full-time equivalent students in 20 different technical programs during FY 87. Commencement figures indicated that 294 students completed Institute programs. Annual job placement figures for the 1986-87 class were favorable with over 90% of the available graduates being gainfully employed.

During FY 87, the Division of Adult Education served over 3,700 people by offering courses on campus and at satellite centers in Houlton, Van Buren, Katahdin, Caribou, and Loring Air Force Base.

Additionally, the Division of Adult, Industrial and Continuing Education continued to offer numerous special programs such as:

—Digital and Microprocessor training for Great Northern Paper Company.
—Class I Driving Academy
—Special summer camps for junior high students exposing them to various business and technical occupations.
—Four-week Women's Exploration Program.

Over 3,000 individuals used campus facilities for general meetings and workshops.

LICENSES, PERMITS, ETC.:

Associate Degree
Diploma
Certificate

PUBLICATIONS:

Pamphlets describing the occupational programs
Student Handbook
Annual Status Report
Institute Catalog
Financial Aid Brochure
Admissions Requirement Information Sheet
Admissions Summary Sheet
Day School and Adult Education Schedules — 2 times per year
Campus Overview Sheet
(These publications are all free.)

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

SOUTHERN MAINE VOCATIONAL-TECHNICAL INSTITUTE

WAYNE H. ROSS, DIRECTOR
WILLIAM WARREN, Assistant Director

Central Office: Fort Rd., So. Portland *Telephone:* 799-7303
Mail Address: Fort Rd., So. Portland, Maine 04106
Established: 1946 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 444; *Citation:* 20A M.R.S.A., Sect. 10103
Average Count—All Positions: 176 *Legislative Count:* 0

PURPOSE: Southern Maine Vocational-Technical Institute is dedicated to provide a high quality program of instruction which not only recognizes the importance of technical knowledge and development of skills, but, in addition, the need to develop work and social habits and attitudes. The Institute believes in an integrated technical and related education as necessary throughout the occupational curriculum to enable students to develop a self-awareness and social responsibility to successfully compete in a chosen occupational field.

ORGANIZATION: Southern Maine Vocational-Technical Institute was founded in 1946 and was operated as a day school for six years in the Vickery-Hill Building in Augusta as the Maine Vocational Institute. An ever-increasing enrollment, however, and the rapid growth of the technological sciences, necessitated more comprehensive facilities. During the summer of 1952 the Institute was moved to the former site of Fort Preble in South Portland. In 1964 the addition of other vocational-technical institutes within the state required the name to be changed to Southern Maine Vocational-Technical Institute, (SMVTI).

The present SMVTI campus of approximately sixty acres now consists of thirty-eight buildings, ranging from the technical instruction facilities to dormitories. A total of twelve departments comprise the thirty-two technical programs on campus.

The programs now being offered include:

Applied Marine Biology & Oceanography
Automated Office Management
Automotive Technology
Building Construction
Cardiovascular Technology
Culinary Arts
Dietetic Technician
Drafting
Electrical Technology
Industrial Electronics Technology
Electronics Technology
Heating & Air Conditioning
Hotel-Motel-Restaurant Management
Industrial Electricity
Law Enforcement Technology
Practical Nursing
Machine Tool Technology
Marine Science Engineering
Nautical Science
Plant & Soil Technology
Plumbing & Heating
Radiation Therapy
Radiologic Technology
Registered Nursing (LPN Upgrade)
Respiratory Therapy
Surgical Technology
Wastewater Treatment Plant Operator

Many of the programs have several options in depth or specialization, thereby meeting the educational and financial needs of the students and allowing the Institute to maintain maximum efficiency of facilities and personnel.

SMVTI is governed by the Board of Trustees of the Maine Vocational-Technical Institute System, under provisions of Title 20-A, Chapter 431, M.R.S.A.

PROGRAM: The past year has been an interesting one for Southern Maine Vocational-Technical Institute. The acceptance of the quality of the institution by students and employers has been gratifying. Continued progress by faculty and staff toward improvement of quality has been commendable.

Students. Enrollment of regular day students, deferred admissions, deferred degree and special students totalled 1,517 in the 86-87 school year. An additional 5,000 persons were served through the Adult Division in courses for upgrading, retraining and apprentices. This division also provided courses for over thirty area industries, businesses, trade associations and communities to assist in upgrading personnel. These courses are offered in-plant and on campus and are specifically designed for the industry.

Financial Aid. Over 450 students received $1 million in student financial aid during 1986-87. Needy students applied for grants and work programs including Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Guaranteed Student Loans, and State scholarships. Financial counseling and planning services to students and their families are also available through the program.

Other Activities. This past year has been one of energetic progress here at SMVTI, and as it goes into the decade of the 80's it is making great strides as a leading postsecondary educational institution in New England. It is interesting to note that a recently published enrollment fact sheet lists SMVTI as the eighth largest postsecondary educational institution in Maine in terms of full-time equivalency students enrolled.

Applications for admission to day programs have remained reasonably stable in the past year, some programs experiencing an increase in the number of applicants and some a decrease in line with the smaller high school graduating classes across the state. Many programs still receive at least twice the number of applicants as they have available space. Applications received at the institute are approximately twice our capacity for incoming freshman slots.

There continues to be a high demand for such programs as Culinary Arts, Electronics, Health Programs and Hotel/Restaurant Management. The Allied Health programs have developed rapidly. Radiological Technology, Respiratory Therapy, Radiation Therapy and Surgical Technology are now offered at the Associate Degree level. Placement of students in these fields, as in most SMVTI programs, is nearly 100 percent.

Other changes in curriculum include a Dietitian Technician credential in Culinary Arts, a proposed program in Cardiovascular Technology, a two-year program in Automated Office Management, and numerous short-term technical programs, funded by JTPA, to meet demands of industry in areas of Secretarial Science, Machine Tool, Building Construction, and Electro-Mechanical Maintenance.

Our faculty has been provided with staff development funds to enable them to keep up with the growing technologies demanded by today's industries. We are proud of our faculty accomplishments, and they would be an asset to any school in the country. Our dedicated support staff personnel are amazing in the way they provide assistance in the operation of a facility of this size and contribute so much to the success of the institution.

The approval of the VTI Bond Issue has facilitated SMVTI in the construction of a multipurpose facility which is under construction, scheduled for completion this fall.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

No charge for any of the following publications:

Campus Map
SMVTI Viewbook
Admissions Policies and Procedures

Program Brochures as follows:
  Applied Marine Biology & Oceanography
  Automotive Technology
  Building Construction
  Culinary Arts
  Dietary Technician
  Electrical Technology
  Electronics Technology
  Industrial Electronics Technology
  Heating, Air Conditioning
  Automated Office Management

Hotel-Motel-Restaurant Mgt.
Industrial Electricity
Law Enforcement Technology

Machine Tool Technology
Marine Science Engineering
Plant and Soil Technology
Wastewater Treatment Plant Operator (booklet)
Radiation Therapy
Radiologic Technology
Respiratory Therapy
Plumbing and Heating
SMVTI Catalog, 1988-1990
Nautical Science

Cardiovascular Technology	Registered Nursing (LPN Upgrade)
Drafting	

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

WASHINGTON COUNTY VOCATIONAL-TECHNICAL INSTITUTE

RONALD P. RENAUD, DIRECTOR
DAVID SOUSA, Dean of Students

Central Office: River Rd., Calais *Telephone:* 454-2144
Mail Address: River Road, Calais, Maine 04619
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 445; *Citation:* 20A M.R.S.A., Sect. 10103
Average Count—All Positions: 60 *Legislative Count:* 0

PURPOSE: The purpose of Washington County Vocational Technical Institute (WCVTI) is to provide post-secondary vocational technical education for citizens of Maine. Full-time instruction is offered in 14 occupational programs. Part-time instruction is provided to upgrade and retrain those already in the work force.

ORGANIZATION: WCVTI was established in 1969. Located on the outskirts of Calais, on a hillside overlooking the St. Croix River, the campus ranges over 400 acres of rolling, open fields fringed by a thick evergreen forest. Modern, functional buildings house the classrooms, shops and library. Twelve occupational programs are offered at Calais. They are Automotive, Building Construction, Diesel Service, Electronic Communications, Food Service, Heating, Heavy Equipment, Plumbing, Residential Electricity, Secretarial Studies, Welding and Wood Harvesting. A new Associate Degree in Electronic Communication and Business is offered jointly with the University of Maine at Machias.

In 1978 WCVTI established a Marine Vocational Center at Eastport. Private contributions and an Economic Development Administration Grant made possible the purchase of a waterfront site and renovation of instructional facilities. Three marine-oriented programs are offered at Eastport. They are Boatbuilding, Commercial Fishing, and Marine Painting.

The curricula at WCVTI consist of a balanced schedule of classroom study and realistic shop projects. Students learn by doing, as well as by studying theoretical and technical aspects of the field. Each of the 14 instructional programs offered at WCVTI has been designed to prepare students for existing job opportunities. Course content is revised on an annual basis to conform with the changes in requirements, regulations and innovations of industry. Training at the Institute is enhanced by courses in Communications, Personal Finance, and Mathematics.

WCVTI is governed by the Board of Trustees of the Maine Vocational-Technical Institute System under provisions of Title 20-A, Chapter 431, M.R.S.A.

PROGRAM: WCVTI enrolled 268 full-time and 1,455 part-time students during the 1986-87 school year, and is accredited by the New England Association of Schools and Colleges. Furthermore, surveys indicate that most of the schools' graduates are employed in the occupation for which they were trained.

The current enrollment goal is 300 full-time day students.

Day Care Center. The campus Day Care Center continues to provide services to the children of AFDC recipients and WCVTI students through funding from the Bureau of Vocational Education.

Counseling Center expands services. Psychiatric services will be available on campus in addition to the psychological and social services previously offered. Housed on campus, the Counseling Center provides services to area residents and serves WCVTI students on a drop-in or referral basis.

Home Construction. The Building Construction Program undertook its third new home construction project, with assistance and funding from community sources. A ranch style home was built on campus and sold prior to completion. In addition to providing valuable construction experience for students in the Building Construction, Residential Electricity, Plumbing and Heating classes, the project seems to have spurred some additional new home construction in Calais.

Class 1 License Training. Tractor-trailer license training has been added this year to the Heavy Equipment program curriculum. Future plans are to offer such training to all mechanical trades students who desire it. This training provides a skill that is necessary in the heavy equipment trade and is a desirable addition to the automotive, diesel, and placement programs.

LICENSES, PERMITS, ETC.:

Diploma
Certificate of Completion
Associate Degree in Electronic Communications and Business — offered jointly with UMM

PUBLICATIONS:

1. WCVTI Catalog 1984-86 (Free)
2. WCVTI Viewbook (Free)
3. Marine Trades Center Brochure (Free)

FINANCES, FISCAL YEAR 1987: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Vocational-Technical Institute System.

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

DEAN C. MARRIOTT (is a member of NEIWPCC from Maine)

Central Office: 607 Boylston Street, Boston, Mass. 02116 *Telephone:* (617) 437-1524
Location: AMHI — Ray Building, Augusta
Mail Address: Statehouse Station #17, Augusta, Maine 04333

Established: 1947 *Sunset Review:* Not Established

Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 428; *Citation:* 38 M.R.S.A., Sect. 532

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The New England Interstate Water Pollution Control Commission has three broad functions: (1) the coordination of interstate water pollution control efforts of the New England States and that part of New York affecting New England waters; (2) the education and training of personnel for careers in water pollution control, and (3) public information.

ORGANIZATION: The 80th U.S. Congress, in 1947, passed legislation allowing for the formation of interstate water pollution control agencies. The New England States responded at once. In that same year, Connecticut, Rhode Island, and Massachusetts formed the New England Interstate Water Pollution Control Commission. Shortly after, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England States) joined by signing the Commission's new Compact Agreement.

PROGRAM: Maine benefits more than any other member State from one of the key functions of the NEIWPCC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is housed on the campus of Southern Maine Vocational Technical Institute in South Portland. Thus, the school benefits Maine's economy by its presence, insures a skilled workforce for the numerous municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

PUBLICATIONS:

The NEIWPCC — A Description
Careers in Wastewater Treatment Technology — New England Regional Wastewater Institute
NEIWPCC Annual Report
The Facts of Life ... or the Birds & Bees of Water
Why Should I Save Water?
Northeast Damage Report of the Long Range Transport And Deposition of Air Pollutants
A Cause for Alarm — Acid Precipitation in the Northeast
MTF — The Training Facility That's Going Places
Regional Information Clearinghouse & Instructional Resource Center
Water Connection, quarterly newsletter
Here lies the Problem — a brochure on underground storage tanks
ALL FREE

FINANCES, FISCAL YEAR 1987: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. Dues paid through the DEP to the New England Interstate Water Pollution Control Commission were $4,800.

WHITEWATER ADVISORY COMMITTEE

JOHN F. MARSH, CHIEF WARDEN (COLONEL)
LARRY CUMMINGS, Deputy Chief Warden (Major)

Central Office: 284 State St., Augusta *Telephone:* 289-2766
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: June, 1983 *Sunset Termination Starting by:* June 30, 1990
Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 454; *Citation:* 12 M.R.S.A., Sect. 7369A
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the Department and report to the Legislature on the implementation of the allocation process and other aspects of the operation of the whitewater industry.

ORGANIZATION: The Whitewater Advisory Committee was established by the First Regular Session of the 111th Legislature in 1983.

The Committee is composed of six members who shall have no financial or personal interest in the industry and shall include two members designated by the Governor, two legislative members designated by the President of the Senate and two by the Speaker of the House. Legislative members serve during their legislative term and until their successors are nominated and qualified.

PROGRAM: This committee met during fiscal year 1987 to review the results of the rafting season. The special session of the 112th Legislature extended this committee until June of 1990.

Also this committee reviewed the annual report of the Whitewater Safety Committee.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $142.36 in FY 87 and are, by administrative decision, included with those of Bureau of Warden Services.

WHITEWATER SAFETY COMMITTEE

JOHN F. MARSH, CHIEF WARDEN (COLONEL)
LARRY CUMMINGS, Deputy Chief Warden (Major)

Central Office: 284 State St., Augusta *Telephone:* 289-2766
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: June, 1983

Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 453; *Citation:* 12 M.R.S.A., Sect. 7367

Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: The Committee shall advise the Commissioner of Inland Fisheries and Wildlife in establishing and reviewing safety requirements for whitewater trips, develop a safety information program and review the safety records of whitewater guides and outfitters. The Committee shall submit a written report annually on each outfitter's safety record to the Whitewater Advisory Committee.

ORGANIZATION: The Whitewater Safety Committee was established by the First Regular Session of the 111th Legislature in 1983. It is composed of 8 members: 2 members of the whitewater guides board designated by the board; 2 commercial whitewater outfitters and 2 whitewater guides designated by the Governor; and 2 members from the general public, one designated by the President of the Senate and one designated by the Speaker of the House of Representatives. Terms shall be staggered so that the term of one member in each category expires each year.

PROGRAM: The committee held many meetings throughout the year discussing such matters as the basic requirements for the licensing of Whitewater guides, the review of safety records of the various companies in the industry and possible regulation changes that would be aimed at public safety.

In addition the committee has taken on as projects the review and testing of new products on the market for possible statute changes.

FINANCES, FISCAL YEAR 1987: The expenditures of this unit amounted to $187.22 in FY 87 and are, by administrative decision, included with those of Bureau of Warden Services.

MAINE COMMISSION FOR WOMEN

MARY CATHCART, CHAIRPERSON
BETSY SWEET, EXECUTIVE DIRECTOR

Central Office: Cleveland Building, Hallowell Complex *Telephone:* 289-3417, 8
Mail Address: Statehouse Sta. #93, Augusta, Maine 04333
Established: 1964 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 166; *Citation:* 5 M.R.S.A., Sect. 7021
Average Count—All Positions: 3 *Legislative Count:* 2

PURPOSE: The Commission for Women acts as advocate for Maine women by making recommendations on proposed budgetary, legislative and policy actions to the Governor, Legislature and to officials of State and Federal Government with respect to State and Federal policies, programs and other activities effecting or relating to the women of Maine; researches and educates the general public and private organizations on these same matters; promotes and coordinates activities and programs designed to meet the needs of Maine women; and encourages the appointment of women to governmental elective and appointive positions.

ORGANIZATION: The Maine Commission for Women was originally the Advisory Council on the Status of Women which was created by Executive action in 1964 under the name of Governor's Commission on the Status of Women. It received the name Advisory Council on the Status of Women in a Private and Special Law of 1967, and has been reactivated biennially by the Legislature since that time. Although the Commission was placed within the Department of Human Services by State Government reorganization legislation of 1973, it continued to operate as a quasi-independent agency, serving most directly the Governor and the Legislature. The Commission was again reactivated by Private and Special Law in 1975.

The name of the Council was changed by law in June 1976 to the Maine Commission for Women. Part of the rationale for the name change was to keep the Maine Commission for Women in line with the other state Commissions for Women. There is a National Commission for Women, also.

The Commission consists of 17 members, consisting of 9 appointed by the Governor, 4 appointed by the President of the Senate, and 4 appointed by the Speaker of the House. The Governor selects a Chairperson and a Vice-Chairperson who serve a one-year term.

PROGRAM: The Maine Commission for Women has adopted the following operational goals:

1) To create ongoing forums and projects and do research which provides information to and about women in Government.
2) To provide leadership for a wide range of women's organizations in the State by: a) acting as a catalyst in bringing women together, b) communicating on a regular basis with representatives from legislative and executive branches.
3) To supply information to enhance the awareness of private/public administrators thereby encouraging them to make women's economic status a priority in their policy decisions.
4) To increase and improve the level of participation of women in the public policymaking process.

These goals provide a broad framework in which the executive director and the committee structure of the Commission formulate program priorities. The program priorities established for 1987-1990 are Women, Work and Family; The Quest for Equality; and Creating a Nonviolent future. Specific goals and objectives in each of these categories will be pursued through legislative action, research, education and the publication of resources.

During the past several years, in the area of economic equity, MCW has been instrumental in raising the minimum wage, securing increased funding for job training and job readiness programs through WEET and Displaced Homemakers, negotiating increases in AFDC payments for single parents and their children. We also succeeded in creating an Office of Child Care in the Department of Human Services and providing grant monies for model "latch-key" child care programs.

MCW developed and organized two very successful conferences entitled "Women and Economic Development" and the "Governor's Forum on the Changing Workforce," both of which provided specific recommendations and a sophisticated approach to defining issues affecting women primarily, such as child care, welfare, job training, equity in education — which have been traditionally viewed in only a social service context.

Further, we have printed and distributed thousands of our Job Search Guide and Non-Traditional Occupations brochures to insure that women have the tools necessary to locate and secure a job.

In the area of violence against women, the Commission has succeeded in removing the marital exemption in our rape statutes, worked legislatively for the creation of a new rape crisis center in Augusta and funds for the other eight centers, advocated for funding for the family violence projects to promote community education and programming for children, provided support for incest survivors and, raised the level of awareness about the severity of the problems of violence against women.

The Commission for Women has strengthened its commitment to encourage more women to become involved in electoral and legislative processes. We play a key role in the Women's Legislative Agenda Coalition which has presented an agenda of women's, children's and family concerns the past three years. We have conducted hundreds of training sessions for people wanting to become familiar with the legislative process and, as we have done in the past, co-sponsored a day-long training session for women who are interested in running for elected office.

In addition, the Commission provides information and services to groups and individuals both within and outside Maine on matters related to women. The Commission is called upon for data on the status of women in Maine, for job referrals, and for resources for workshops and conferences. We serve on the AFDC Advisory Council, Displaced Homemakers Advisory Council, Child Care Advisory Council, the Maine Coalition on Rape and a variety of other legislatively created task forces and research groups. By cosponsoring a variety of community discussions, seminars and conferences with other women's organizations throughout the State, the Commission seeks to serve the interests and concerns of Maine women and girls. The Commission is also a member of the New England Region Commissions for Women, the National Association of Commissions for Women, and works in conjunction with other New England States and Commissions across the country on the economic issues facing women.

PUBLICATIONS:

Legal Rights of Maine Women, published by Maine Commission for Women. Seventeen chapters in easy to read, question and answer form covering the laws most frequently encountered by or most important to women. Currently being rewritten.

"Inform", a quarterly newsletter, communicates events, legislative actions, policy matters and other State and nationwide issues effecting the status of women.

The Job Search Guide, a workbook to help women sort out and to match their skills and abilities with potential jobs.

"Non Traditional Occupation" Brochure — A poster/brochure depicting some NTO's, relating women's experiences in NTO's and encouraging women to explore non-traditional occupations when making career choices.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE COMMISSION FOR WOMEN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	56,916	56,916				
Health Benefits	2,789	2,789				
Retirement	11,700	11,700				
Other Fringe Benefits	219	219				
Computer Services—State	29	29				
Other Contractual Service	25,215	24,972	243			
Rents	93	93				
Commodities	841	841				
Equipment	911	911				
Transfers to Other Funds	173	-	39		134	
TOTAL EXPENDITURES	98,886	98,470	282		134	

WORK CENTER PURCHASES COMMITTEE

FRANK WOOD, State Purchasing Agent, Chairman

Central Office: State Office Bldg., Augusta *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333
Established: June 14, 1985 *Sunset Termination Scheduled to Start by:* July 1, 1988
Reference: Policy Area: 03; *Umbrella:* 90; *Unit:* 486; *Citation:* 5 M.R.S.A., 1826C
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Committee seeks to expand the market for goods and services provided by rehabilitation facilities (work centers) which employ workers with disabilities.

ORGANIZATION: The Committee consists of the State Purchasing Agent, the Director of the Bureau of Rehabilitation, a representative of the Department of Mental Health and Mental Retardation, a representative of work centers, a disabled person, and a representative of the business community. The Committee members are appointed by and serve at the pleasure of the Governor. Members serve without compensation except for reimbursement of necessary expenses incurred by non-state employees.

PROGRAM: In June, 1985, "An Act to Provide Expanded Markets for Products and Services from Rehabilitation Facilities and Work Centers," was signed into law. With the appointment of five members by the Governor, the Work Center Purchases Committee met for the first time in December, 1985.

Over the course of several meetings, the Committee drafted rules for qualifying work centers, identifying products and services for set aside, competitive bidding, awarding contracts, and for settling grievances. After a public hearing, the Work Center Purchases Committee Rules were adopted effective May 25, 1986.

For the fiscal year 1986/87, the Work Center Purchases Committee has certified an additional 12 qualified workshops, giving us a total of 32. The committee has set aside 10 commodities with 7 more to be considered. (Bags—burlap & plastic; Belts—safety; Construction/Survey stakes; Reception furniture; Grounds maintenance; Janitorial services; Picnic tables; Pallets & Skids; Wiping cloths).

FINANCES, FISCAL YEAR 1987: 5 M.R.S.A., Sect. 1826-C, provides that expenditures of this unit shall be borne by the Bureau of Purchases, Bureau of Rehabilitation and the Department of Mental Health and Mental Retardation.

WORKERS' COMPENSATION COMMISSION

RALPH L. TUCKER, CHAIRMAN
JOHN J. JOLICOEUR, Director of Administrative Services
DOUGLAS F. BEAULIEU, Assistant to the Chairman

Central Office: Deering Bldg., Augusta; *Floor:* 1 *Telephone:* 289-3751
Mail Address: Statehouse Sta. #27, Augusta, Maine 04333
District Offices:
106 Hogan Road, Bangor, Maine 04401 Telephone: 941-4550
One Vaughn Place, Caribou, Maine 04736 Telephone: 498-6428
200 Main Street, Lewiston, Maine 04240 Telephone: 795-4600
62 Elm Street, Portland, Maine 04101 Telephone: 879-4840

Established: 1916 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 351; *Citation:* 39 M.R.S.A., Sect. 91

Average Count—All Positions: 68 *Legislative Count:* 68

PURPOSE: The Workers' Compensation Commission's purpose is to administer the Workers' Compensation Act and Occupational Disease Law. This includes adjudicating disputed cases, conducting informal conferences, investigating abuse, receiving first reports of occupational injury, verifying insurance coverage of employers, and monitoring rehabilitation activities.

ORGANIZATION: The Workers' Compensation Commission is directed by its Chairman who is a commissioner. The 10 commissioners are attorneys, appointed by the Governor, who preside at formal hearings and informal conferences. Terms are four years except the Chairman whose term is five years. Appointments are reviewed by the Joint Standing Committee on Judiciary and confirmed by the Legislature.

Clerical units processing insurance coverage data, first reports, petitions, notices of controversy, and payment memoranda report to the Director of Administrative Services. The agency also includes the Office of Employee Assistants, Abuse Investigation Unit, Appellate Division, and the Office of Employment Rehabilitation. These report directly to the Chairman.

Separate reports are provided for the Office of Employee Assistants and Office of Employment Rehabilitation.

PROGRAM: Originally, known as the Industrial Accident Board, the Workers' Compensation Commission was established in 1916. In recent years, its size and functions have been expanded. In 1983 there were 36 employees; there are now 84 employees with an additional 10 positions authorized for FY 87/88.

Prior to 1984, the Commission was a small agency whose basic function was to render decisions on petitions filed in disputed claims. It also receives first reports of injuries and payment information.

In 1981 commissioners were made full time, and an Appellate Division created. The Appellate Division began 1986 with 78 undecided cases, received 324 appeals during the year, disposed of 305, and concluded the year with 87 cases still on the docket.

In 1983, reform legislation created the "Early Pay" system. Regional offices were established in Portland, Lewiston, Bangor, and Caribou. The Office of Employee Assistants was created to assist employees at mandatory informal conferences. The "Early Pay" system resolves many disputed cases informally, avoiding formal hearings. Employee Assistants provide information to injured workers and assist them in preparing for informal conferences.

The Office of Employment Rehabilitation and the Abuse Investigation Unit were created as of January 1, 1986.

Historically, deciding disputed cases has been a slow process, often resulting in hardship for injured workers. In January 1987 the agency published "A Study of Delay in the Workers' Compensation System". The report found that an average case is decided within a year. 3% of cases are undecided after 3 years and 5% have been undecided between 2 and 3 years. The majority of older cases are located in the Bangor office. In June 1987, the Legislature authorized an additional commissioner who will be assigned to the Bangor office.

During the delay study, the Commission established a system to track the backlog of undecided cases. At present, there are approximately 7,800 petitions or 5,600 undecided cases on the docket. During the first half of 1987 filings have approximately matched dispositions. In 1986 the Commission received 7,500 petitions and either decided or dismissed 8,500, reducing the docket by about 1,000.

The Commission purchased its first computer system in 1983. This has been extremely beneficial in terms of enabling the agency to track first reports of occupational injury, insurance coverage, and informal conference information. The Commission has outgrown this system and is in the process of purchasing larger, more powerful equipment. This will allow expansion of computer support to the Office of Employment Rehabilitation and to the litigation process.

Workload continues at a high level. Filings of first reports increased to 67,984. In 1983 this figure was 49,214. Caseload for the Office of Employee Assistants doubled in 1986. The Office of Employment Rehabilitation's caseload also increased dramatically. The figures for these two offices are detailed in separate reports.

The following administrative statistics may be of interest.

STATISTICS ON WORKERS' COMPENSATION

1980 - 1986

Year	*1st Reports*	*Lost Time Injuries*	*Hearings Held*	*Petitions*	*Decisions*	*# of Comm'rs*
1980	51,531	19,846	8,461	5,308	*	6
1981	50,712	19,810	9,276	5,796	750	6
1982	47,188	18,212	10,473	5,940	2,210	8
1983	49,214	19,140	8,334	7,360	2,968	7
1984	63,838	23,620**	10,309	5,968	3,524	9
1985	64,033	23,296	10,285	5,919	4,711	9
1986	67,984	25,154**	9,831	7,471	5,063***	9

Year	Expenditures	Net Workers' Compensation Premiums Written	Premium Tax Paid to General Fund	Direct Losses Paid
1980	481,693	98,930,344	1,941,259	65,151,004
1981	571,471	115,353,852	2,271,093	85,060,585
1982	751,307	124,262,683	2,451,954	90,698,465
1983	912,080	143,354,547	2,840,537	109,492,213
1984	1,555,452	158,895,000	3,154,000	127,747,000
1985	1,924,105	170,628,000	3,358,876	158,898,000
1986	2,154,383	167,057,085	3,307,730	190,281,668

* Figures not available.
** Estimates
*** Including dismissals, 8,513 petitions were cleared from the docket in 1986.

Source: *Annual Administrative Reports*, State of Maine, 1980-1985.
Characteristics of Work Related Injuries in Maine 1980-1985, Bureau of Labor Standards.

LICENSES, PERMITS, ETC.

Permission to self-insure as an individual and permission to self-insure as a group was transferred to the Bureau of Insurance, Department of Business Regulations, effective July 3, 1980, per Chapter 577, P.L. 1979.

PUBLICATIONS:

"A Study of Delay in the Workers' Compensation System, A Report to the Joint Standing Committee on Labor, January 1, 1987." (Free)

"Administrative Statistics on Workers' Compensation 1974-1986." This details the number of first reports, lost time injuries, informal conferences, petitions, benefit changes, and effective dates of major legislative changes. (Free)

Paperback, *Maine Workers' Compensation Act and Rules and Regulations* (1986). (Single copies free; charge for bulk requests.)
Pamphlet, "Questions and Answers for Workers about Rehabilitation Law." (Free)
Pamphlet, "Facts for Injured Workers." (Free)
Pamphlet, "Rehabilitation that Works." (Free)

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WORKERS' COMPENSATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,570,825	1,570,825				
Health Benefits	82,242	82,242				
Retirement	260,378	260,378				
Other Fringe Benefits	7,689	7,689				
Computer Services—State	44,605	44,605				
Other Contractual Service	326,489	326,489				
Rents	45,427	45,427				
Commodities	62,309	62,309				
Grants—Subsidies—Pensions	30,975	30,975				
Equipment	42,280	42,280				
TOTAL EXPENDITURES	2,473,219	2,473,219				

OFFICE OF EMPLOYMENT REHABILITATION

MICHAEL NISS, ADMINISTRATOR

Central Office: Deering Bldg., A.M.H.I. Augusta; *Telephone:* 289-3751
Mail Address: Statehouse Sta. #27, Augusta, Maine 04333
Established: January 1, 1986 *Sunset Termination Scheduled to Start by:* July 1, 1988
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 491; *Citation:* 39 M.R.S.A., Sect. 82
Average Count—All Positions: 13 *Legislative Count:* 13

PURPOSE: To regulate and administer the provision of rehabilitation services to injured workers throughout the state. Responsibilities include:

1. Approving qualified rehabilitation providers and maintaining a list of the providers.
2. Monitoring the evaluations of injured workers, the development or rehabilitation plans, the services provided under each plan, and results of the services.
3. Educating the public and answering questions about individual cases.
4. Holding administrative conferences to resolve disputes.
5. Telephone contact with all parties to monitor cases.
6. Issuing reports showing results and costs to system.

ORGANIZATION: Administration is directed from Augusta at the Workers' Compensation Commission's central office.

Four regional offices to serve constituents located in:

Portland
Augusta
Lewiston
Bangor

PROGRAM: The Office of Employment Rehabilitation was created by statute on January 1, 1986.

One of the primary goals of the office is the education of the public regarding Workers' Compensation Rehabilitation, and to this end, the staff has made many public speaking presentations, conducted a number of educational seminars for various interest groups, attended meetings of the Employment Rehabilitation Advisory Board, and developed educational and promotional material for injured workers and employers.

In monitoring the rehabilitation system, staff have maintained close telephone contact with all parties involved in the rehabilitation process to insure understanding and agreement among the parties, and have closely screened all reports from the rehabilitation counselors in order to regulate the system, enforce the rules, and collect necessary data.

The Office of Employment Rehabilitation is responsible for approving rehabilitation providers, and has maintained an ongoing registration process, conducted various training programs for Approved Rehabilitation Providers, participated in professional association activities, supported the establishment of a multidepartmental training program for rehabilitation professionals, and continuously updated the list of Approved Rehabilitation Providers for public distribution.

The Office of Employment Rehabilitation is responsible for assisting the parties in the rehabilitation process to resolve problems and disputes as they arise. This is accomplished by holding informal Administrative Conferences to attempt to mediate an agreement or, if necessary, issue a decision regarding the dispute. To date, the Office of Employment Rehabilitation has conducted 76 Administrative Conferences.

The Office of Employment Rehabilitation is also responsible for administering the Employment Rehabilitation Fund, which is used for wage credits to new employers hiring injured workers from rehabilitation plans, reimbursing insurers for the costs of unsuccessful rehabilitation plans in certain circumstances, and reimbursing an employer for additional wage loss due to an employee experiencing a second injury following successful rehabilitation. As of April 30, 1987 the balance in the Employment Rehabilitation Fund was $64,886.79. The fund has been used for both wage credits and reimbursement for unsuccessful rehabilitation plans, however, no cases have yet met the threshold criteria for reimbursement for additional wage loss (please see the description of this process listed under the Apportionment Review Panel).

The collection of relevant data and a statistical analysis of the results of the rehabilitation system are part of the duties of the Office of Employment Rehabilitation. The computerization of this system is currently underway, and reports will be available for the second session of the 113th Legislature, which will study this system for its scheduled July 1, 1988 sunset.

LICENSES, PERMITS, ETC.

The Office of Employment Rehabilitation is required by statute to "approve" rehabilitation providers to provide services to injured workers and to publish an annual list of those Approved Rehabilitation Providers.

PUBLICATIONS:

1. List of Approved Rehabilitation Providers. Free of charge.
2. Question and Answer pamphlet for insured workers and other interested parties. Free of charge.
3. Information Pamphlet for Employers. Free of charge.

FINANCES, FISCAL YEAR 1987: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF EMPLOYMENT REHABILITATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	239,901	239,901				
Healtn Benefits	14,328	14,328				
Retirement	35,067	35,067				
Other Fringe Benefits	1,452	1,452				
Other Contractual Service	51,349	51,349				
Rents	16,922	16,922				
Commodities	11,669	11,669				
Grants—Subsidies—Pensions	9,265		9,265			
Equipment	1,896	1,896				
TOTAL EXPENDITURES	381,849	372,584	9,265			

OFFICE OF EMPLOYEE ASSISTANTS

DOUGLAS F. BEAULIEU, ASST. TO THE CHAIRMAN

Central Office: Deering Bldg., A.M.H.I. Augusta; *Telephone:* 289-3751
Mail Address: Statehouse Sta. #27, Augusta, Maine 04333
Established: January 1, 1984 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 493; *Citation:* 39 M.R.S.A., Sect. 92(6)
Average Count—All Positions: 10 *Legislative Count:* 10

PURPOSE: To provide advice and assistance to employees under the Maine Workers' Compensation Act. In particular, to assist employees prior to, during, and after the informal conference.

ORGANIZATION: Five (5) regional offices located in Augusta, Portland, Lewiston, Bangor and Caribou staffed with a total of ten (10) employee assistants to serve constituents statewide, with supervision emanating from the central office in Augusta.

PROGRAM: The Office of Employee Assistants was created by statute on January 1, 1984. The following table depicts its growing caseload.

Calendar Year	Informal Conferences Held	Disputes Resolved Prior to Conference	Total Disputes Processed
1984*	2,500	1,000	3,500
1985*	3,100	1,400	4,500
1986	5,842	4,809	10,651

*Figures for 1984 and 1985 are estimates. During 1986 a computerized tracking system was implemented and exact figures became available. As may be seen, utilization of the informal conference system has increased dramatically since the inception of the early pay system.

FINANCES, FISCAL YEAR 1987: The expendiures of this unit are, by administrative decision, included with those of Workers' Compensation Commission.

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